

TERM AND CONDITIONS

ATTENDANCE - Regular attendance is essential. Students must attend a minimum 80% of classes to satisfy student visa requirements. All courses are full-time courses requiring a minimum of 20 hours of attendance per week.

FEES - Fees are correct as of January 4, 2010. Cornell Institute of Business Technology (CIBT) reserves the right to vary its fees at any time. Fees may change without prior notice.

OTHER FEES - \$50 for late assessment task submitted after the due date without trainer's permission.
 - \$50 each for reissuing of attendance certificate or transcript. \$100 for reissuing of Certificate IV, Diploma and Advanced Diploma.
 - \$50 for urgent request such document. \$5 for reissuing lost student card.

EXPULSION - CIBT reserves the right to expel students for serious breaches of discipline.

ACCOMMODATION - CIBT can arrange accommodation with a minimum of 4 weeks notice. The minimum period of home stay accommodation is 4 weeks. CIBT will only accept the first four weeks of home stay accommodation fees and these fees must be paid in advance. Any further home stay fees must be paid directly to your home stay family. CIBT can assist students in finding alternative accommodation, however, an accommodation placement fee will apply for this service and must be paid in advance.

Late arrival - CIBT must be given one week's notice, otherwise an additional airport pickup fee will be charged and one week's home stay accommodation fee will be forfeited.
Cancellation (7 days notice or more) - A student will forfeit their airport pickup fee and their accommodation placement fee, but will be refunded their home stay accommodation fee.

Cancellation (less than 7 days notice) - The student will forfeit their airport pickup fee, their accommodation placement fee and one week's home stay accommodation fee.

Cancellation (after your home stay has commenced) - No fees whatsoever will be refunded.

CANCELLATION AND REFUND POLICY

- The enrolment fee, accommodation placement fee and airport pickup fee are not refundable under any circumstances, including visa rejection.
- If a student is refused a visa for study or for an extension of study in Australia, the tuition fee, materials fee and the home stay accommodation fee will be refunded in full within 4 weeks after receiving a written claim from the student, provided that all original documents and an original letter from the Australian Embassy, High Commission or Immigration Office are supplied to CIBT.
- If a student cancels their course more than 28 days before it is due to commence, the enrolment fee plus 30% of the tuition fee will be forfeited.
- If a student cancels their course 28 days or less before it is due to commence, the enrolment fee plus 50% of the tuition fee will be forfeited.
- No refund will be given to any student or education agent in case money was collected by him/her on behalf of legislative bodies who cancels once a course has commenced.
- No refund will be given to any student who breaches their visa conditions or fails to meet course requirements.
- Students taking package courses that involve an ELICOS course as a prerequisite to a CIBT course, will be considered CIBT students from the commencement of their period of study in Australia.
- When students are enrolled in package courses, NO REFUND will be granted in the event of a cancellation or withdrawal on the second course after the course commencement date of the first course.
- CIBT will not authorize the transfer of fees to any other institution or any other student account.
- If a student completes the course early or fast-tracks, the full tuition fee and materials fee must be paid before any certification is issued.
- If a student extends their course, they will be subject to additional fees and those fees must be paid before any certification is issued.
- If a student changes courses after commencement of the course in which they were originally enrolled, they will be subject to the current fee structure. Students are also subject to pay a new materials fee due prior to the commencement of their new course.
- Should CIBT be unable to offer the course for which the student has enrolled, all monies paid to CIBT, including the enrolment fee, will be refunded within 2 weeks after CIBT defaulting on the intended course in which the student has enrolled.
- Students who wish to apply for a refund should do so in writing and address it to the Registrar, Cornell Institute of Business & Technology, Locked Bag 2000/7 Surry Hills, NSW 2010, Australia.
- This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- Student has to pay tuition fee within the due date and failure to pay the tuition fee within the due date may result in cancellation of the enrolment and CIBT will not give any refund of tuition fee paid.

Important information regarding your enrolment at CIBT

Please read the following information and indicate your understanding and acceptance of these conditions by signing below.

- Information is collected during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law.
- Student visa condition 8533 requires student visa holders to notify their education providers of any change to their residential address within 7 days.
- In the unlikely event that CORNELL INSTITUTE OF BUSINESS AND TECHNOLOGY is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by CORNELL INSTITUTE OF BUSINESS AND TECHNOLOGY at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.
 If CORNELL INSTITUTE OF BUSINESS AND TECHNOLOGY is unable to provide a refund or place you in an alternative course, our Tuition Assurance Scheme, ACPET OSTAS, will place you in a suitable alternative course at no extra cost to you. Finally, if the ACPET OSTAS cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager
- In all other circumstances refunds of course money are governed by CORNELL INSTITUTE OF BUSINESS AND Technology's Refund Policy, printed in full on the Enrolment Form.
- Admission to this course is conditional upon the student demonstrating an adequate level of English Proficiency, i.e. IELTS 5.5 or equivalent.
 CORNELL INSTITUTE OF BUSINESS AND TECHNOLOGY reserves the right to transfer students to an ELICOS (English language) course in the event that the student's English proficiency proves to be inadequate for the course being undertaken.
- Students who wish to defer or suspend their enrolment at the Institute must apply to do so in writing using the Office Request Form.

The Institute may decide to grant an application for deferral or suspension of enrolment on the following grounds:

- Medical (a medical practitioner's certificate indicating the student is unable to attend class);
- Compassionate (e.g. serious illness or death of a close family member, natural disaster in the student's home country, involvement in or witnessing a serious accident, being a victim of or witnessing a serious crime; evidence is required).

The Institute may decide to suspend or cancel a student's enrolment as a response to serious misbehaviour or non-payment of fees by a student.

If the Institute intends to suspend or cancel the student's enrolment where the student has not requested it, we will inform the student that they have 20 working days to appeal against the decision. If the appeal is unsuccessful or the student withdraws from the Appeals Process, then the Institute will proceed with the suspension or cancellation of the enrolment on PRISMS. The suspension or cancellation of the student's enrolment cannot take effect until the Appeals Process is completed, unless there are extenuating circumstances relating to the student's welfare (i.e. involving risk to the safety of the student, other students or staff). Deferral or suspension of enrolment cannot be granted retrospectively (after the event). Students who take unauthorised leave will be marked absent. If their attendance falls below the Institute's requirements, they will be reported to DIAC via PRISMS.

TUITION FEES (\$A)

English Courses

General English	300
	(Per week)
English for High School	330
	(Per week)
Other English Course	300
	(Per week)

BUSINESS COURSES

Certificate IV in Business (Full Course – 26 Weeks)	\$4,000
Certificate IV in Small Business Management (Full Course – 26 Weeks)	\$4,000
Certificate IV in Marketing (Full Course – 26 Weeks)	\$4,000
Cert IV in Financial Services (Full Course – 26 Weeks)	\$4,000
Diploma of Management (Full Course – 26 Weeks)	\$4,000
Diploma of Business Marketing (Full Course – 26 Weeks)	\$4,000
Diploma of Accounting (Full Course – 26 Weeks)	\$4,000
Advanced Diploma of Management (Full Course – 26 Weeks)	\$4,000
Advanced Diploma of Marketing (Full Course – 26 Weeks)	\$4,000
Advanced Diploma of Accounting (Full Course – 26 Weeks)	\$4,000

DECLARATION

Declaration by Applicant

(over 18 years of age) or Legal Guardian of Applicant (under 18 years of age):

I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete.

I have read and accept the terms and conditions of enrolment, information regarding my enrolment at CIBT and refund policy and I consent to the disclosure of personal information as described above. I agree to pay all fees as they become due and to meet any late fees.

In signing this Enrolment Form I agree to comply with the rules and policies with regard to attendance, academic progress, standard of dress, health and safety and behavior as outlined in the CIBT Student Handbook.

I acknowledge that should I not have travel medical insurance, I am fully liable for all medical costs incurred in Australia as a result of any injury or illness suffered by me.

Date / /

Student's Signature

Agent / Parent / Guardian

Signature of parents/guardian is needed if the applicant is under the age of 18 years. Signature of agent if the applicant has agreed for the agent to sign on their behalf.

PAYMENT OF FEES

All fees should be paid in AUSTRALIAN DOLLARS. (payments may be by cash, cheque, bank draft or telegraphic transfer)

- Bank cheque or Bank Draft (payable to: Cornell Institute of Business and Technology)
 Mailing Address: Locked Bag 2000/7 Surry Hills, NSW 2010, Australia
- Telegraphic Transfer (in AU\$ only)

Account Name: CORNELL INSTITUTE OF BUSINESS AND TECHNOLOGY Pty Ltd.

Account No.: 032 - 006 317 128

Bank: Westpac | SWIFT CODE : WPACAU2S

Branch: 242 Castlereagh St. Sydney, NSW 2000 AUSTRALIA