GENERAL INFORMATION
The Course is 44 weeks minimum* in length, and includes face-to-face coursework as well as a professional internship.
* The Course may be longer depending on internship start date and completion of coursework components. While every effort is made to ensure that students’ internships commence at the allocated time, this may not always be possible.

1. I understand that any variation in these Terms & Conditions must be in writing and signed on behalf of Performance Education.
2. I will advise Performance Education of any changes to my details, including visa status and contact details within 14 days of such change.
3. I understand that I am expected to attend 100% of classes and must complete all of the assessments associated with The Course. Any class absence due to illness must be supported by a valid medical certificate. Failure to achieve the Minimum Attendance* requirement is an automatic failure of The Course. I understand and agree that I am only entitled to a refund pursuant to the Terms & Conditions stated under ‘Refund Policy’. * Minimum Attendance – Students attendance on The Course must be at least 80% overall and at least 50% on each individual subject to be eligible to pass. Practical Applications workshops require a minimum 80% attendance to pass. Subject failures will require students to reschedule their course and will lead to delays in graduation dates.
4. I understand that I am required to bring a compatible device to specified classes in accordance with Performance Education’s BYOD policy.
5. I understand I am not permitted to take leave outside of Week 43. Leave at any other point during the program will only be granted in cases of emergency and at the discretion of Performance Education. I understand that an application for leave/deferral must be made in writing to the Director of Studies and that any type of leave/deferral may lead to a delay in my graduation and that this may result in the extension of my course length.

6. I understand that an Academic Administration fee of $75.00 will apply in each of the following cases:
   • Any re-enrolment in a subject due to failure to meet either assessment or attendance requirements
   • Any re-scheduling of classes due to failure to meet minimum attendance requirements
   • Admission to a re-assessment workshop due to failure to meet assessment requirements
   • Reassessment due to cheating, plagiarism and/or collusion on an assessment
   • Replacement of learning materials.

7. As a Professional Year IT student, I understand that the Australian Computer Society will apply additional fees in the following cases, and that Performance Education reserves the right to reclaim these fees from students:
   • Failure of the ACS online module and have to be re-enrolled ($900.00 + GST )
   • Transfer to another ACS online cohort due to leave or deferral ($115.00 + GST )

8. I understand that if my behaviour is deemed unacceptable by Performance Education, including but not limited to not following the Student Code of Conduct or acts of Plagiarism, my enrolment may be cancelled, and I agree that I will not be entitled to a refund of any fees or other charges paid under these Terms & Conditions.

9. I understand I will be required to attend organised activities as part of The Course, including the Internship. I authorise Performance Education, and the Host Company for my Internship, to obtain medical treatment for me should Performance Education (and the Host Company(Companies), deem such action necessary. I agree to indemnify Performance Education or any Host Companies for any expenses, loss, damage or liability whatsoever occasioned as a result of authorising and arranging any emergency medical treatment.

10. I understand that successful completion of the Professional Year does not guarantee that I will receive permanent residency status in Australia.

11. I acknowledge that Performance Education will arrange my Internship with a Host Company which matches my chosen profession. I understand that I will need to attend interviews for these positions, that Host Companies will be selected at the discretion of Performance Education; and that an offer of an internship position is at the discretion of the Host Company.

12. I understand that I am required to have 100% attendance throughout the internship period and to complete the work assigned.

13. I acknowledge that I am wholly responsible for all matters concerning my visa and will not hold Performance Education liable for any matters relating to this.

14. To successfully pass the Internship the student must adhere to the conditions set out in the Training Agreement, including but not limited to successful completion of the Internship, appropriate attendance of and performance during the Internship.

FEES
The fee structure, correct as at 1 January 2015, is as follows:

<table>
<thead>
<tr>
<th>PAYMENT OPTION</th>
<th>ADMIN &amp; MATERIALS FEE</th>
<th>SMIPA PY TUITION FEE</th>
<th>ACS PY TUITION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up-Front payment</td>
<td>$250</td>
<td>$11,250</td>
<td>$12,600</td>
</tr>
<tr>
<td>Quarterly instalments</td>
<td>$250</td>
<td>$11,505*</td>
<td>–</td>
</tr>
<tr>
<td>Monthly instalments</td>
<td>$250</td>
<td>$11,750*</td>
<td>$12,600*</td>
</tr>
</tbody>
</table>

* 3 x $3,835 quarterly payments
† 1 x $2,750 initial payment and 8 x $1,125 subsequent monthly payments
* 8 x $1,575 monthly payments

1. The Administration and Materials Fee is $250. This fee must be paid in full to secure a position in any particular intake. The Administration and Materials Fee is not refundable under any circumstances.

2. Students will not be permitted to commence or continue their course until all outstanding fees have been paid.

3. All fees are payable in Australian Dollars (AUD).

4. Quarterly payments
i. The first instalment of quarterly tuition fees is due 5 days prior to commencement of The Course
ii. The second instalment will be deducted one calendar quarter from the date of the first payment.
iii. The third instalment will be deducted one calendar quarter from the date of the second payment.

5. Monthly payments
i. The first instalment of monthly tuition fees is due 5 days prior to the commencement of The Course.

6. Performance Education will provide the students with an internship as part of the course requirements. In the event the student fails the internship, the student will be liable for an additional AU$2,000 + GST replacement internship fee.

7. In the event that a student enrolled in the ACS Professional Year (Information Technology) fails the PE On-line component any additional charges made by ACS for re-enrolment will be incurred by the student.

8. In the case that scheduled Quarterly or Monthly payments are declined due to insufficient funds or, dishonoured for any other reason, a $50.00 Administration Fee will be incurred by the student.

CANCELLATION / WITHDRAWAL REFUND POLICY
FULL REFUND
Performance Education agrees to refund to the original fee paying party upon receipt of written notice of cancellation by the applicant, all tuition fees paid:
• Where Performance Education is unable to offer The Course;
• Where Performance Education refuses the application for enrolment;
• Where written notice of cancellation is received no less than 14 days prior to the commencement of The Course.

PARTIAL REFUND
Performance Education agrees to refund to the original fee paying party upon written notice of cancellation by the applicant, all tuition fees paid, less amounts retained below:
• If written cancellation is received less than 14 days prior to the commencement of The Course, Performance Education will retain a non-refundable amount equal to 25% of the tuition fee for students who make a full up-front payment; or equal to Instalment 1 for students who make Quarterly or Monthly instalments.
• If written notice of withdrawal is received after commencement of The Course, but prior to completion of the first 10 weeks of The Course, Performance Education will retain a non-refundable amount equal to 50% of the tuition fee for students who make an up-front payment; the first 2 scheduled instalments for students who pay by Quarterly instalments; the first 5 scheduled instalments for students who pay by Monthly instalments.

NO REFUND
Performance Education will make no refund of the tuition fees if:
• Written notice of withdrawal is received after the completion of the 10th Week of The Course.
• Applicants who withdraw after the completion of Week 10 of The Course are still liable for all tuition fees.

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