



MEGT Institute Course Acceptance Agreement

Instructions to the student:

Please check all details contained in this Agreement as this document constitutes a binding agreement between you and MEGT Institute. Ensure you have read and understood the conditions of acceptance before signing the Agreement.

Please sign the declaration on the back page of the Agreement in blue or black pen. Retain a copy of this Agreement for your own records, and return the entire original signed Acceptance Agreement to:

MEGT Institute
Trade Skills Centre
251 Maroondah Highway
RINGWOOD. VIC 3134 Australia
Email: Institute@megt.com.au
Web: www.megtinstitute.com.au

The Acceptance Agreement must be completed and returned to MEGT Institute prior to or when you make your first course fee payment.

Student Details

Given name Click here to enter text. Family name: Click here to enter text.

Address: Click here to enter text.

Date of Birth: Click here to enter text. Student No: Click here to enter text.

Date of Offer: Click here to enter text.

This Course Acceptance Agreement covers the following courses and fees:

Administration charge	\$250.00	
CRICOS Course Code and Title	Course Tuition Fees	Course Materials Fee*
Click here to enter text.	Click here to enter text.	Click here to enter text.
CRICOS Course Code and Title	Course Tuition Fees	Course Materials Fee
Click here to enter text.	Click here to enter text.	Click here to enter text.
CRICOS Course Code and Title	Course Tuition Fees	Course Materials Fee
Click here to enter text.	Click here to enter text.	Click here to enter text.
CRICOS Course Code and Title	Course Tuition Fees	Course Materials Fee
Click here to enter text.	Click here to enter text.	Click here to enter text.

*Material fees may be subject to change due to factors outside the control of the Institute

** Plus Overseas Student Health Cover for the proposed duration of your student visa

Additional project or excursion fees listed below if applicable

Click here to enter text.

Fee Payable

Initial Payment Due now:	Administration charge	Tuition Deposit	Course Materials	OSHC	Total Due
	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	\$ Click here to enter text.

Tuition Fee Payment Plan

Remainder Payments Due Date:	Remainder Tuition Fee Due Amount:	Remainder Materials Fee Due Amount
Click here to enter text.	AU\$ Click here to enter text.	AU\$ Click here to enter text.
Click here to enter text.	AU\$ Click here to enter text.	AU\$ Click here to enter text.
Click here to enter text.	AU\$ Click here to enter text.	AU\$ Click here to enter text.
Click here to enter text.	AU\$ Click here to enter text.	AU\$ Click here to enter text.
Click here to enter text.	AU\$ Click here to enter text.	AU\$ Click here to enter text.

Student administration fees and charges (prices may be subject to change)

Circumstance	MEGT Institute Policy	Circumstance	MEGT Institute Policy
Written notice of withdrawal provided 28 days or more before a course commencement or in the event of a student's visa application being rejected #	Paid tuition fees are refunded, less \$250 administration charge (including when an initial visa is rejected).	Written notice of withdrawal provided less than 28 days before course commencement / new semester (or new term if on term payment plan) #	Pre-paid unused fees are refunded, less \$250 administration charge and \$1000 withdrawal charge.
Where a student does not commence the course on the start date and subsequently provides notice of withdrawal from the course #	No refund of the \$250 administration charges and the first semester fee. Any additional fees paid by the student (eg 2 nd semester fees) will be refunded in full.	Where a student does not return to their course after a semester or term break and subsequently provides notice of withdrawal from the course #	No refund of the \$250 administration charges and semester fee (or term fee if on an approved term payment plan)
Student commences in the course and completes any portion of a semester (or term) including where the student withdraws #	No refund of the \$250 administration charge and current semester fee (or term fee if on an approved term payment plan). Any unused portion for the future semesters or a term based pre-paid tuition fees are refunded	Reinstatement Fee – applicable to students who submit a written withdrawal and who within 21 days apply for and are reinstated into same course	\$250 administration charge for reinstatement. (The Supplementary Assessment fee may also apply if the student has missed set assessments)
The Institute refuses to continue the student in the course because of student misbehaviour, breached visa conditions, failure to pay due fees.#	No refund of the \$250 administration charge and current semester fee (or term fee if on an approved term payment plan). Any unused portion for the future semesters or term based pre-paid tuition fees are refunded.	The Institute cancels the course before its expected end date	The balance of fees paid for that portion of the course not yet delivered will be refunded within 10 working days.
Institute cancels the course prior to course commencement	All monies paid to the provider will be refunded within 10 working days	Document Re-issue where the original document has already been provided to the student	Certificate \$50 Other documents \$20 Receipt Reprint \$20

Supplementary Assessment **	Theory unit re-sit - \$50 Practical unit fee is a subject to the individual assessment requirements	Resource and/or materials fees purchased by the Institute and consumed or transformed by students during the course	Resource/materials fees are outlined prior to enrolment and are only refundable if the student cancels the enrolment prior to commencement of training and where the student has not taken possession of the items.
Unit repeat	Depends on each course - a per week charge applies	Change of course	\$100.00
External Appeal Fees	Overseas students access the Overseas Students Ombudsman free of charge. Domestic students external appeal through ACPET – fees may apply.	Any equipment / property purchased either separately by the student or paid for as part of materials fees becomes the property of the student (eg text books, tools of trade) from the time of purchase.	Amounts paid for items retained by the student are not refundable when the student has received the item.
Course Fee Surcharge	An additional 5% surcharge is applied where course fee is paid by term-based instalment	Credit Transfer RPL assessment	No charge Fee on application
Compulsory Health Insurance (Student Visa holders only)	Refer to OSHC provider price list and refund policy	Photocopying Replacement Student ID	10 cents per page \$10

Overseas student refunds are calculated on the basis of the amount received from an education agent. The education agent is liable to refund their commission portion to the student accordingly.

** Refer to Assessment, Grades and Resit Policy and Procedure for examples where this fee applies

Conditions of Acceptance

1. All courses offered by MEGT Institute are subject to entry requirements. Students are required to meet the English Level Proficiency (a minimum of IELTS 5.5 for Certificate courses and IELTS 6.0 for direct entry to Diploma and Advanced Diploma courses) and may need to undergo an English skills interview before enrolment.
2. All students are required to meet the academic requirements as set out in the course outline.
3. Students must attend orientation sessions prior to starting their course.
4. Under the National Code of Practice 2007, students who fail more than one semester are not able to continue with the course.
5. Students are governed by the Institute's policies and procedures, guidelines as set out in the Student Handbook and Appendices, the Institute's educational goals and the laws of Australia.
6. Timetable and course structure are subject to change at any time without notice.
7. Students are to respect the rights of other students and teachers and actively create a constructive learning environment.
8. Students are responsible for the safe keeping of their personal items whilst at MEGT Institute.
9. A student who does not meet their financial obligations throughout their enrolment may be suspended from training until they have paid the fees due.
10. A student who withdraws or completes a course but has not paid all the fees for that course will not be issued with their statement of attainment or certificate until such monies have been paid in full.
11. Students must notify MEGT Institute within 7 days of any change of address (or other contact information).
12. Overseas students are required to supply their home country permanent address to meet Australian Government reporting requirements.
13. Overseas students are responsible for obtaining a visa that permits them to study in Australia for the duration of their course and must abide by the conditions attached to their visa.
14. The Institute has the right to check a student's visa status and study entitlements with the Department of Immigration, and MEGT Institute may report any suspected breaches of visa conditions to the Department. This may result in cancellation of the student's visa.
15. Course Fees quoted are for the standard full-time enrolment. Should a student require more than the time specified to complete the program, this will be subject to additional fees.

16. Students must complete their course within the period specified in their Confirmation of Enrolment (CoE) and are not permitted to study part-time.
17. Students are responsible for the full costs of their course, as well as travel and living costs.
18. Overseas students are required to pay and maintain Overseas Student Health Cover (OSHC) for the whole duration of their student visa.
19. Student personal information, including personal and contact details, course enrolment details and changes, and circumstances of any suspected breach of visa conditions, may be shared with the Australian and State Governments, designated authorities and the Tuition Assurance Scheme and the ESOS Assurance Fund Manager.
20. Overseas students are required to make themselves aware of the ESOS framework designed for prospective students (available on the MEGT Institute website or http://www.aei.gov.au/aei/esos/quickinfo/ESoS_FrameWork_pdf.pdf)
21. The Institute may by written notice vary conditions of enrolment as necessary to comply with any law, regulation or amendment of the Commonwealth of Australia and the State of VIC.
22. 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.
23. The Institute has the right to withdraw an Offer if the student does not meet the conditions of acceptance or if the Institute does not receive their course fees and the Acceptance Agreement before program places have been filled.
24. Students are required to arrive on campus in time for orientation and enrolment. Arrival after the commencement date may result in the enrolment being cancelled.

Cancellations and Refunds

Cancellation means the students' enrolment or the Institute course has been cancelled

A student's enrolment in a course can be cancelled for a number of reasons, including non-payment of fees, student misbehaviour or breach of the code of behaviour.

Where Institute decides to cancel a student's enrolment, written notification will be given to allow the student 20 working days in which the student can access the Institute's grievance and appeals policy and procedures. Please be advised that cancellation of enrolment may affect your Student Visa.

For full details regarding cancellations and refunds refer to the Institute's *Fees, Charges and Refund Policy*.

Course deferment or cancellation – Provider default

The Institute reserves the right to defer or cancel a course, change course start dates, or change course curriculum/programs at any time.

In the unlikely event that MEGT Institute 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 10 working days. Alternatively, you may be offered enrolment in an alternative course 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 MEGT Institute is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) with ACPET's OSTAS (Overseas Students Tuition Assurance Scheme) will place you in a suitable alternative course at no extra cost to you. Finally, if ACPET's OSTAS (Overseas Students Tuition Assurance Scheme) 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.

Where MEGT Institute cancels a course before its expected end date, the balance of fees paid for that portion of the course not yet delivered will be refunded within 10 working days.

In the case of a course start date being deferred, and the new date is unacceptable to the student, all monies paid to MEGT Institute will be refunded within 10 working days of notice of the rescheduling.

Process for Claiming a Refund

If you wish to apply for a refund you must complete the 'Application for Refund' form available at reception and submit to the Administration Department. All applications will be assessed in line with the Fees, Charges and Refund Policy.

Student withdrawal

Withdrawal means stopping or leaving the course before it commences or during the course

Student notification of withdrawal from a course must be submitted in writing using the relevant withdrawal form which can be downloaded from the Institute website. Administration fees and charges apply to enrolment withdrawal (full details are given in the Student Handbook and in the Fees charges and refund policy available on the Institute website).

Suspension of studies

MEGT Institute does not allow suspension of studies, except on the grounds of compassionate or compelling circumstances, evidence by a registered medical practitioner's certificate, or documents proving other exceptional extenuating circumstances such as bereavement.

A student may also have their enrolment suspended by MEGT Institute in the event of non-payment of fees, student misbehaviour or breach of the code of behaviour. Where MEGT Institute decides to suspend a student's enrolment, written notification will be given to allow the student 20 working days in which the student can access the Institute's grievance and appeals policy and procedures. Please be advised that suspension of enrolment may affect your Student Visa.

Privacy and Personal Information

MEGT Institute is committed to protecting your privacy and your personal information, and is bound by the laws of the Commonwealth Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2001. MEGT Institute will take all reasonable steps to ensure that information we hold in regard to our students is correct and current. We do not disclose, sell or pass on your personal details other than to authorised government authorities and as required by law.

Students have the right to access information we may hold. If access is required you should contact your local State Institute office and make the request in writing. If you wish to authorise a third party to access your records, this authorisation must be provided in writing and approved by MEGT Institute. In some cases a fee may be charged where it is necessary to access archived documentation or to make copies of information.

MEGT Institute may need to source information about students from a third party. Wherever possible this will be done with the student's authorisation, and MEGT Institute will inform the student when such information is collected and stored on our records.

The Institute's Privacy Policy is available on the Institute website under Policies and Procedures.

Change of address – students

It is important that you notify MEGT Institute if you change your address. Notification is to be given in writing within 7 days of changing address. A Change of Address Notification Form is available on the website in the Student Portal.

Overseas students are required to notify Immigration (DIAC) and MEGT Institute of their address in Australia within seven days of arrival, and to notify the Institute of any changes of address within seven days (under section 21 of the ESOS Act 2000). Failure to do so may result in VISA cancellation (Use either a Change of Address Notification Form or provide the details in a letter or email).

Information is collected on this form and during your enrolment in order to meet our obligations under the Australian Qualifications Framework (AQTF), the ESOS Act and the National Code 2007.

Collection of personal information from overseas students aims 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 and State Government and designated authorities, 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 authorised or required by law.

The Institute will not accept or process course fee payment until we are in receipt of and have accepted this signed Acceptance Agreement.

Information is correct at time of printing, however, the Institute reserves the right to alter courses, prices and terms and conditions without notice.

Please sign this declaration, initial the bottom of each page of this document and return this entire Acceptance Agreement to:

MEGT Institute
251 Maroondah Hwy
Ringwood VIC 3134
Email: institute@megt.com.au
Web: www.megtinstitute.com.au

(Retain a copy of this Agreement for your own records)

Declaration by Student

I,(Print name)

- agree to the course offer and fees as shown in this agreement
- agree to the MEGT Institute Conditions of Acceptance as detailed in this Acceptance Agreement, and I fully understand the course details, the training I will undertake, and the fees and conditions of enrolment as contained in the accompanying letter of offer.
- confirm that I have the financial capacity to pay for all my tuition fees and agree to pay all fees as they become due.
- have viewed and am familiar with the MEGT Institute Student Handbook and Appendices, and the Institute's policies and procedures, including the Fees and Refunds Policy, Privacy Policy and the Complaints and Grievance Policy and Procedures (available at www.megtinstitute.com.au).
- declare that all information I have provided to MEGT Institute is true and correct.

Signature:

Date: (dd/mm/yyyy)

This agreement is valid for 28 days from date of offer.