



ACPE

acpe.edu.au

A winning choice

*2011 International Student
Fees and Start Dates*

2011

Australian College of Physical Education

Terms and Conditions

I (which expression includes the parent/guardian who has signed this contract) hereby apply to enrol in the course commencing at the campus indicated on the Application for Admission form ('the Application'). I agree that on acceptance of the Application by the Australian College of Physical Education (ACPE), and my subsequent receipt and return of the Acceptance of Offer ('the Offer'), the Offer will become the Contract of Enrolment ('the Contract') and further I agree to abide by the following terms and conditions of enrolment:

- Students are required to attend classes, and undertake all assessments, practical experience placements, and other requirements stated in the course unit outlines, during a course of study and abide by all rules and regulations of ACPE that are in force at any time
- I agree that all lessons and any related material supplied by ACPE are copyright, remain the property of the College and must be returned to the College on completion of the course. I understand that any unauthorised copying may constitute a breach of the Copyright Act 1968 (as amended)
- I agree that I am responsible for my own books, equipment and personal items and I hereby release, indemnify and hold harmless the College against all liability and claims for any loss or damage to such items, howsoever caused
- Students participating in practical experience placements, which require them to have direct contact with children under 18, will be required to complete a Prohibited Employment Declaration for each period of practical experience placement (in accordance with Child Protection (Prohibited Employment) Act 1998). If a student is unable to provide a satisfactorily completed Prohibited Employment Declaration as and when requested by ACPE, the student will not be eligible to participate in practical experience placements that require them to have direct contact with children under 18. If a student is unable to satisfactorily complete any one or more practical experience placement requirements the student will be unable to complete the course
- ACPE, as an approved Higher Education Provider (HEP), is required to collect the information on this form from all students, and is doing so for the purpose of assessing my admission entitlement and entitlement to Commonwealth Assistance under the Higher Education Support Act 2003
- ACPE will disclose this information to the Department of Education, Employment and Workplace Relations (DEEWR) for these purposes. DEEWR will store the information securely in the Higher Education Information Management System, and may disclose the information to the Australian Tax Office and other designated government authorities in Australia or overseas
- Students enrolling in cross-institutional studies are responsible for providing a copy of their ACPE results to their Home institution
- I agree to pay the tuition fees and other charges applicable for my course on the due dates and acknowledge and agree that tuition fees may alter from time to time. I understand that a late payment fee of AU\$100 per month is payable on accounts which remain unpaid 14 days after the due date for payment.
- I also understand that failure to pay my tuition fees may result in my course being cancelled
- I understand that if after commencing the course, I discontinue my program before completion, I may remain liable to pay the full course tuition fees and any expenses, costs or disbursements incurred by the College in recovering any outstanding monies, including debt collection agency fees and solicitors' costs
- Course fees do not include the cost of text books; I agree to purchase these where required by the College
- I agree to advise the College of any change of my address while I am enrolled in any course

I hereby declare that to the best of my knowledge, all documentation and information submitted or made available by me to ACPE, whether in relation to any course of study or otherwise ("the information"), is true, accurate and complete in every detail.

I authorise ACPE

- to obtain from other educational institutions and relevant authorities, at any time, details of my enrolment, academic record, examination results, including details of enrolment, variations and attendance
- to supply any relevant official records to other educational institutions associated with my studies at ACPE
- to seek appropriate medical care for me, as a matter of urgency, in the event of circumstances requiring urgent medical care when it is not possible to contact my parent/guardian or next of kin

I have read and understand the General Tuition Fee and Payment Information provided herein. I accept liability for payment of all fees as explained in this application form and agree to abide by the refund policy as specified. I also agree to abide by the conditions of the award and the policies of ACPE as amended by ACPE from time to time. I am aware that there are severe penalties for providing false or misleading information. I acknowledge the decision of ACPE is final, and no correspondence will be entered into.

Informed Consent and Declaration

I have read and understand the content, qualification, duration, teaching and assessment methods. I have received general information on ACPE's facilities, equipment and resources; fees payable to ACPE; ACPE's refund policy; grievance policy; English proficiency and academic requirements for entry to ACPE; the applicability of recognition of prior learning (RPL) to my course; the course content and duration, qualification offered if applicable, modes of study, assessment methods, and attendance requirements; ACPE's location, local environment and general costs of living; and the ESOS framework (see www.immi.gov.au/students/visa-conditions-students.htm).

I am also aware that if I am on a student visa (other than subclass 576, which relates to a student sponsored by AusAID or the Department of Defence):

- that I will be expected to maintain a full-time study load and complete my course in the normal time-frame. For example, a Bachelor of Sports Business should be completed in 3 years. I may reduce my study load only in special circumstances and with approval of the Dean
- that any school-aged dependant accompanying me to Australia will be required to pay full fees if they are enrolled in either a government or non-government school
- that once I obtain a student visa, I must comply with all the Australian Government conditions to maintain the visa (see www.immi.gov.au/students/visa-conditions-students.htm). This includes, but not limited to, notifying ACPE of a change of address while enrolled in the course
- that the information I provide to ACPE may be made available to Australian government authorities and agencies, including DIAC and the Fund Manager of the ESOS Assurance Fund. This information may include, and is not limited to, personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition
- that I must obtain permission from ACPE if I wish to transfer to another institution within the first 6 months of my course

This is an agreement between provider and student. It covers several arrangements, including the refund of course monies if either party defaults. 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.

Cancellation and Refund Policy – International students

1. All notifications of withdrawal from a course or requests for refunds must be made in writing to the Campus Manager
2. Enrolment fees are non-refundable
3. The College agrees to refund within 4 weeks and without deduction, all tuition fees paid where the student produces certified evidence that the application made by the student for a student visa has been rejected by the Australian Immigration authorities
4. Where a student's course of study is terminated for a serious breach of the College rules or a breach of visa conditions there will be no refund of any monies paid for study completed to the date of termination.

5. The College agrees to refund within 4 weeks of the receipt of written notice of cancellation by the student (or parent or guardian if the student is under 18 years of age), tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and as detailed below:

- a) If written notice is received 4 weeks or more before the date of course commencement, then a non-refundable amount equivalent to 30% of the tuition fee shall be applicable to all enrolments
- b) If written notice is received less than 4 weeks before the date of course commencement, then a non-refundable amount equivalent to 50% of the tuition fee shall be applicable to all enrolments
- c) If written notice is received on or after the date of course commencement, there will be no refund of any monies paid unless the Campus Manager deems that exceptional circumstances apply
- d) Fees may also be payable under Clause 8 of the Terms and Conditions

6. In the event that the College 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 a suitable alternative course by the College 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, the College will ask you to sign a document to indicate that you accept the placement

If the College is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) provider will place you in a suitable alternative course at no extra cost to you.

Finally, if our TAS provider 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

7. If you fail to meet the ACPE progression rules and are not permitted by ACPE to maintain enrolment in your course you will be eligible for a refund of the amount of course fees paid in advance of the date of notification of exclusion from ACPE

8. Homestay/Lodge Refunds (All Campuses)

I understand that if:

- a) I cancel my accommodation less than 7 days before arrival, I will be charged the Accommodation/Homestay Placement Fee (if applicable), plus a cancellation fee equivalent to 1 week of accommodation
- b) I cancel my accommodation after arrival, 4 weeks of notice is required; any accommodation fees in excess of the notice period will be refunded less a 10% cancellation fee

9. 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

Overseas Student Health Cover (OSHC) Refund Policy

If the applicant has not arrived in Australia, the College will refund the OSHC directly. If the applicant has arrived in Australia and is:

- a) discontinuing studies and returning home;
- b) transferring to another provider; or
- c) no longer on a student visa,

then OSHC Worldcare will organise the refund. Refunds are processed on a pro-rata monthly basis. Refund application forms are available on the OSHC Worldcare website at www.oshcworldcare.com.au

Airport Pick Ups Refund Policy

For cancellations less than 48 hours before arrival, no refund will apply. However, if when a student arrives at the airport, the Airport Pick Up service provider cannot be located, the student should contact the 24-hour phone number provided. In such circumstances, the College agrees that if the student has advised our emergency contact that he/she has not been met at the Airport, and alternative arrangements have not been made, then a full refund of this service fee will apply.

Privacy Policy

ACPE maintains a Privacy Policy which can be viewed at acpe.edu.au. In addition to the provisions of this policy, I agree that as an I am an international student, ACPE may disclose my personal information to my nominated agent where I nominate an agent to act on my behalf.

Publicity

Students and their parents or guardians agree that the student's photo, video footage, details and achievements may be used for promotional purposes without written consent or notification. If you do not agree, please contact the College in writing.

Changes to Arrangements – International Students

After course commencement, the College reserves the right to charge an Adjustment Fee of AU\$150 each time course details are changed after a place has been confirmed. This fee will not apply to upgraded or extended courses.

Services

The College reserves the right to change the particulars of the services, including changes to prices, courses, facilities and dates of programs where circumstances beyond the College's control necessitate such changes or where the level of enrolments does not reach the minimum numbers required to operate a course viably.

Liability

ACPE and its staff and representatives will not be liable for loss, damage or injury to persons or property howsoever caused, except where liability is expressly imposed by law. ACPE will not be liable in the event that any service contracted to be supplied by ACPE becomes impossible to supply for any reason or any cause outside the control of ACPE.

Education Services for Overseas Students Framework

Australia has a reputation as a safe, progressive and dynamic place to study. We maintain this reputation by providing quality education delivered in accordance with the ESOS framework which is the consumer protection specifically developed for overseas students. A description of the ESOS framework is available electronically at aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork_pdf.pdf

Please note that information is collected by the College during each student's enrolment in order to meet its obligations under the ESOS framework. This is to ensure students' 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 ESOS framework.

Information collected about each student during 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 during enrolment can be disclosed without the student's consent where authorised or required by law.

Provider Name: ACPE. Provider Code: 01822J

Provider Name: Study Group Australia Pty Limited. Provider Code: 01682E
Operated by ACPE LTD. ABN 28 107 480 848

All information contained in this flyer current as at 1 January 2011
11622A.01.11

Representative's Stamp



ACPE

acpe.edu.au

International Students – 2011 Application for Admission

Who Should Use This Form?

This form is for international students only. If you are a citizen or permanent resident of Australia, citizen of New Zealand, or the holder of an Australian Humanitarian Visa, you must use the Domestic Student Application Form.

Please print clearly in English and in BLOCK letters. Tick boxes where appropriate.

Personal Information

The Student

Family Name		Given Names	
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth (day/month/year)	
Home Address			
City	Code	Country	
Home Telephone	Mobile	Fax	
Email	<input type="text"/>	<input type="text"/>	<input type="text"/>

Citizenship and Residence status

Nationality	Country of Birth
Are you a Citizen or Permanent Resident of Australia? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Passport Details

Passport Number	Passport Expiry Date
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Visa Details

Do you have a current Australian Visa? Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, please provide a copy of your Visa.
Visa Type	Visa Number

Parent/Guardian Details (If under 18)

Name	Relationship to Student	
Home Address		
City	Code	Country
Home Telephone	Mobile	
Business Telephone	Fax	
Email	<input type="text"/>	<input type="text"/>

Emergency Contact

Name	Relationship to Student	
Home Telephone	Business Telephone	Mobile
Email	<input type="text"/>	<input type="text"/>

Course Selection

Start Date (day/month/year)	Intake	March <input type="checkbox"/>	July <input type="checkbox"/>
Course 1 (e.g. Bachelor of Applied Fitness)	Length		
Course 2 (e.g. Bachelor of Dance Education)	Length		
Course 3 (e.g. Bachelor of Health & Movement (Sport))	Length		



Previous Education

High School/Secondary Education/Senior Secondary Education

Please attach certified copies of all academic transcripts or reports (translated into English)

Name of Qualification	Year Awarded
Name of School/College	Country/State
If you are currently completing a qualification, please indicate when you expect to complete this study (month/year)	

Tertiary Education

Please attach certified copies of all academic transcripts or reports (translated into English)

Name of Qualification	Year Awarded
Name of School/College/University	Country/State
If you are currently completing a qualification, please indicate when you expect to complete this study (month/year)	

Credit Transfer

If you have already completed some tertiary studies, do you wish to be considered for credit transfer?

Yes No

If Yes, you must attach detailed syllabi (curricula) of completed subjects or your application for status cannot be completed.

English Language Proficiency

Please provide evidence of your English language qualification

IELTS (score)	TOEFL (score)	Other (score)
Completion of Study Group English test (score)		Recommended weeks of English

OSHC Details (If applicable)

Are you currently enrolled in another institution in Australia? Yes No If yes, please provide a Letter of Release.

OSHC Membership Number	OSHC Expiry Date
Name of Institution	Full duration of course/s <input type="checkbox"/> 12 Months <input type="checkbox"/> Single <input type="checkbox"/> Family <input type="checkbox"/>

ACPE will organise OSHC for the duration of your entire ACPE program. If you elect 12 months only, and your course/s is longer than that, you are responsible for ensuring OSHC after the first 12 months and for the rest of the term of your program. For further information please visit the website acpe.edu.au.

Accommodation

Do you require assistance with accommodation? Yes No What type of accommodation do you require?

Length of stay (weeks)	Homestay: Single <input type="checkbox"/> Student Hostel: Single <input type="checkbox"/> Twin share <input type="checkbox"/>
Accommodation start date	

Airport Pick Up and Transfer

Do you require airport pick up and transfer? Yes No

(Flight details including date, time and flight number should be sent to the International Admissions Centre as soon as possible to arrange the airport collection)

Declaration to be Signed

- I have read, understood and agree to be bound by the Terms and Conditions as stated in this document
- I have read the Cancellation, Refund and Grievances Policies and agree to abide by these policies
- I hereby declare that the information supplied by me is true and correct
- I agree to pay all fees owing and by the due date

ACPE is bound by the National Privacy Act, Principles and Guidelines of the Commonwealth of Australia. We collect and use any personal information you provide to us in accordance with those Principles and Guidelines. The type of information we collect, the use we make of the information and the disclosure of that information without your prior approval is set out in our detailed Privacy Policy which can be found at acpe.edu.au. By signing this application, you acknowledge you have read the Statement and our Privacy Policy and consent to the use and disclosure of your personal information as set out in our Privacy Policy.

Signed (Student)	Date
Signed (Parent, Legal Guardian*)	Date

*if applicant is under the age of 18

Application Checklist. Check that you have:

- Completed all sections of the Application for Admission form
- Read and understood the Terms and Conditions, and the Cancellation, Refund and Grievances Policies
- Included a detailed résumé
- Attached certified copies of your academic qualifications (translated into English)
- Attached evidence of English language proficiency (international students only)
- Included a copy of your passport, visa or birth certificate if required

Note

1. Information provided may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and The National Code 2007
2. Any school-aged dependants accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school

Please send your application to
intadmissions@acpe.edu.au

or

International Admissions Centre
Level 8, 97-99 Bathurst Street
Sydney NSW 2000, AUSTRALIA
T +61 2 8263 1888 F +61 2 9267 0531

Provider Name: ACPE. Code: 01822J
Provider Name: Study Group Australia Pty Limited. Code: 01682E
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International Students – 2011 Fees and Start Dates

Tuition fees are calculated according to the individual student's unit enrolments for the semester/study period.
Please refer to the "List of Units and Tuition Fee Information" page on the ACPE website for details of the units offered each semester.

March Intake / 2011

Course on Offer	Indicative Fees Per Semester	Semester Dates
Bachelor of Applied Fitness (Course ID: BAppF / CRICOS Code: 062458G)	\$10,740*	Autumn Orientation Week: 28 Feb – 4 Mar First Day of Classes: 7 March Examination Week: 14 – 17 June
Associate Degree of Applied Fitness (Course ID: AssAppF / CRICOS Code: 062457J)		
Bachelor of Dance Education (Course ID: BDanceEd / CRICOS Code: 054156M)		
Bachelor of Health & Movement (Sport) (Course ID: BH&M(Spt) / CRICOS Code: 065912M)		
Bachelor of Sports Business (Course ID: BSpBus2006 / CRICOS Code: 055880G)		Winter Orientation Week: 18-22 July First Day of Classes: 25 July Examination Week: 31 Oct – 4 Nov
Associate Degree of Sports Business (Course ID: AssSpBus2006 / CRICOS Code: 055881G)		
Bachelor of Sports Coaching and Administration (Course ID: BSCA2007 / CRICOS Code: 059755C)		
Associate Degree of Sports Coaching and Administration (Course ID: AssSCA2007 / CRICOS Code: 059756B)		

* 50% up front payment required for Confirmation of Enrolment (COE) to be issued

July Intake / 2011

Course on Offer	Indicative Fees Per Semester	Semester Dates
Bachelor of Dance Education (Course ID: BDanceEd / CRICOS Code: 054156M)	\$10,740*	Autumn Orientation Week: 18-22 July First Day of Classes: 25 July Examination Week: 31 Oct – 4 Nov
Bachelor of Health & Movement (Sport) (Course ID: BH&M(Spt) / CRICOS Code: 065912M)		
Bachelor of Sports Business (Course ID: BSpBus2006 / CRICOS Code: 055880G)		
Bachelor of Sports Coaching and Administration (Course ID: BSCA2007 / CRICOS Code: 059755C)		
Graduate Diploma of Sports Administration (Course ID: GrDSptAdm / CRICOS Code: 071405B)		
Graduate Certificate of Sports Administration (Course ID: GrCSptAdm / CRICOS Code: 071403D)		

* 50% up front payment required for Confirmation of Enrolment (COE) to be issued

Note: Academic transcripts may be withheld if a student has outstanding tuition fee accounts.
Current as at 1 January 2011. Subject to change.