



Gold Coast Campuses at Southport & Coolangatta - Ph (07) 5526 6222 | Brisbane Campuses at Carina & Fortitude Valley - Ph (07) 3398 4488  
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## **Enrolment Procedure & Conditions**

### **Procedure**

1. Request or Download an Enrolment Form in pdf format alternatively you can apply online. You will still need to send a copy of your passport.
2. Complete the English assessment as required, and then read & complete the entire form and return them to us. SCAN and EMAIL is the preferred method. Include a copy of your passport. Students may apply for Recognition of Prior Learning, or Direct Credit. This may reduce course time. See the procedure on our website for details on how to apply. Email the entire document to [enrolgc@eagleacademy.com.au](mailto:enrolgc@eagleacademy.com.au) (Gold Coast), [enrolbris@eagleacademy.com.au](mailto:enrolbris@eagleacademy.com.au) (Brisbane), [info@eagleacademy.com.au](mailto:info@eagleacademy.com.au) or return it to your agent.
3. Enrolling officer checks student's Qualifications, Experience, and English ability, if applicable, as well as any applications for Credit or RPL, against intended Course requirements, and reports back to student on outcome if a possible problem exists. Requirements are shown in the procedure on our website.
4. We issue the student with an Invoice and Written Agreement for student to check. The student should check carefully all information and policies included and mentioned in these documents. The student reads and signs the Written Agreement, returns it to us, then pays the fees. You MUST send proof of payment (scan the deposit slip, or the bank transfer confirmation).
5. We send a copy of the COE (Confirmation of Enrolment). In some cases students require pre-approval. Check on [www.immi.gov.au](http://www.immi.gov.au) or ask a migration agent. YOU MUST KEEP A COPY OF YOUR COE THROUGHOUT YOUR STUDY.
6. Student contacts the nearest Australian Government Office or Embassy, as VISA requirements and procedures vary from one country to the next.

### **Enrolment Conditions**

1. Applying students must read, (or have fully explained to them) and understand the Policies & Procedures found on the website including the Refund Policy, Complaints Policy, the English Assessment requirements, and all other information relating to student matters, including attendance (ELICOS) and satisfactory progress (ELICOS/VET) requirements, as well as the Student Handbook before signing the Written Agreement. These documents can be found here at any time <http://eagleacademy.com.au/downloads/>. Signing signifies acceptance of these conditions, and all related matters contained in the documents listed.
2. Students are expected to comply with the laws of Australia, and the very strict 'Code of Conduct' of The Eagle Academy (see Student Handbook). Failure to do so may lead to enrolment being suspended or cancelled.
3. The Eagle Academy shall not be liable for loss, damage or injury to persons or property. Any student concerned about the risk of injury or harm through participation in our physical activities must understand that all such activities do carry some risk of injury, and that by signing an enrolment form, or written agreement, they are doing so fully aware of the risks, and do so understanding that the academy is not liable for an injury, loss, damage, or death. Some activities involve an increased risk, and students who elect to undertake such activity must self-assess their ability to do so safely. Those in doubt should consult those in charge, or the campus Director for further guidance on the risks, and personal abilities required to undertake the activity with minimal risk. Students are advised to take out personal insurance to cover themselves against accident and illness, and their belongings against theft or loss.
4. The Eagle Academy reserves the right to change its fees at any time without notice. Students doing consecutive courses, and wishing to lock in current tuition courses must pay at least the first study period fees before the COE issue to do so. Those paying less (just to get the COE) must understand and accept that they are subject to the tuition fees as at the time of commencement of their course, NOT the time of COE issue.
5. The Eagle Academy reserves the right to change strategies, timetables, trainers, schedules at any time without notice.

6. Students wishing to cancel their course agree to complete this form, submit sufficient evidence to support their reason for cancellation and pay any outstanding fees as well as a \$200 cancellation fee (Excludes Visa Refusal). Sufficient evidence may include but is not limited to flight tickets, stamp on passport, visa cancellation letter, medical certificate or death certificate. Cancellations may not be processed until sufficient evidence, fees and Director/Manager approval are received.
7. Fees must be paid in advance, as per the Payment Schedule attached, or the student will not be allowed to commence. If 30 days pass after the CoE commencement date and the student has not yet paid their fees as per their payment schedule then their CoE will be cancelled for non-commencement (14 days if under 18). Students can access the Appeals process if their enrolment is cancelled.
8. Students must accept that penalty fees apply for access to staff assistance and assessment items if a student missed the original piece of assessment without good reason, and/ or if the student has completed the tuition period of the course, and has been issued with a Notice that they are to be reported to *Immigration* for Unsatisfactory Progress (or any other breach of Visa conditions).
9. Students not taking OSHC through the Academy are responsible for making sure they have adequate cover and must provide proof of cover for their entire VISA period to *Immigration*.
10. Student must personally attend the Academy and pick up their original Qualification or Statement of Attainment, or give written permission for a third person to do so, or provide the Academy with a stamped, self addressed envelope at their own expense, so the Academy may post it to them. Such envelopes ought to be able to take an A4 sized certificate and have a cardboard insert to prevent folding.
11. The Academy reserves the right to seek additional information from any applicants as required, and to vary enrolment conditions to suit individual applications and requirements.
12. Additional fees may be incurred for a CoE change, campus transfer, bank transfer, payment option change once commenced, replacing workbooks, assessment re-scheduling, reprint certificate, and printing. Please see the other fees information in the Student Handbook for more information.
13. It is the student's responsibility to keep a copy of the written agreement & receipts of payment for course fees.
14. Students must notify The Eagle Academy in writing of any change of address and contact details, while enrolled in this course, within 7 days of the change.