

## **Enrolment Procedure & Conditions 191115**

### **Enrolment Procedure**

1. Read the Course Information, Refund Policy & Student Handbook found here <http://eagleacademy.com.au/downloads/> and <https://eagleacademy.com.au/our-courses/information/>
2. Apply online <http://eagleacademy.com.au/online-enrollment/> OR request/download an Enrolment Form. The application must include a copy of your passport/licence.
3. 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.
4. The enrolling officer then checks the 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 the student on the outcome if a possible problem exists.
5. We issue the student with an Invoice and Written Agreement for the student to check. The student should check carefully all information and policies included 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).
6. We send a copy of the COE (Confirmation of Enrolment).

### **Enrolment Conditions**

1. Applying students must read, (or have fully explained to them) and understand the Course Information Sheet, Student Handbook, the Refund Policy, the English Assessment requirements, and all other information relating to student matters, including progress requirements, before signing the Written Agreement. These documents can be found here at any time <http://eagleacademy.com.au/downloads/> and <https://eagleacademy.com.au/our-courses/information/>. Signing/accepting 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 such as surfing 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 CEO 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 timetables, trainers, schedules or training strategy at any time without notice.
6. Students wishing to cancel their course agree to complete the appropriate form and pay any outstanding fees as well as a cancellation fee before cancellation will be processed. Please see our extra fees and penalties sheet for more information.
7. Fees must be paid in advance, as per the Payment Schedule attached, or the student will not be allowed to commence. If 14 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. Students can access the Appeals process if their enrolment is cancelled.
8. Students must accept that penalty fees may 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.

Website: [www.eagleacademy.com.au](http://www.eagleacademy.com.au)

