



Enrolment Contract
CRICOS Number 01854A

This contract is made between:

Massage Schools of Queensland
AND
Applicant as shown below

Applicant name:

Course name:

Course commencement date:

Course end date:

Applicants are required to sign the application form that they have read and consented to the terms and conditions of enrolment at Massage Schools of Queensland as detailed below.

ACRONYMS:

DIAC: Department of Immigration and Citizenship

ELICOS: English Language Intensive Courses for Overseas Students

RPL: Recognition of Prior Learning

1. Course Fees

- a. When your Application for Enrolment has been successful you will be asked to pay a course deposit to Massage Schools of Queensland as set out in the Letter of Offer. The balance of the remaining fees may be paid in full prior to commencement of the course, or by payment plan with monthly payments.
- b. All fees must be paid prior to or on the due date. Failure to do so may result in the termination of enrolment.
- c. Course fees are valid at the time of publication but are subject to change. Please confirm your course fee with the school upon enrolment.
- d. Massage Schools of Queensland incurs additional costs and fees associated with its federal Government approval to train overseas students and administration in the delivery of training to overseas students. Consequently, included in our course fees are overseas registration fees to cover these costs. Overseas students are hereby notified the course fees for overseas students are higher than for Australian citizens.

2. Code of Conduct

The student undertakes to abide by the conditions set down in the Handbook for Overseas Students of Massage Schools of Queensland. Serious breaches of the code of conduct may result in the termination of enrolment.

3. Attendance

According to Australian Overseas Student Visa regulations, students must maintain full time enrolment in order to continue studying in Australia. After counselling and cautioning, students who continue to have unsatisfactory attendance will be excluded from class and must be reported to the Australian Dept of Immigration.

4. Refund policy

All applications for a refund must be made in writing to the Head of School. The application will be considered against the policies set out below. The student will be advised of the decision within 2 weeks of receipt of the request.

- a. Massage Schools of Queensland agrees to refund all prepaid course fees without deduction within two weeks where Massage Schools of Queensland cancels the course or the commencement of the course is postponed for more than four weeks, and alternative courses do not suit the applicant.
- b. Massage Schools of Queensland agrees to a full refund within two weeks of all fees paid where the student produces evidence where the application made by the student for a visa was rejected by the Australian Department of Immigration and Citizenship (DIAC).
- c. For written cancellation received three (3) or more weeks prior to commencement of a course, a full refund of fees less \$200 Enrolment Fee and \$200 Materials Fee will be made.
- d. For cancellation less than three (3) weeks prior to commencement of a course, fees paid are non-refundable.
- e. For cancellation after commencement of a course, fees paid are non-refundable.
- f. Where the student's enrolment is terminated due to non attendance, non payment of fees and/or non compliance with the school's code of conduct, course fees paid are not refundable.
- g. In the unlikely event that Massage Schools of Queensland is unable to deliver the course in full, a refund will be offered of all course fees paid to date. The refund will be paid to you within 2 weeks of the day the course ceased to be delivered. Alternatively a place on an alternative course with another provider may be offered at no extra cost to the student. The student has the right to choose a full refund or a place at another institution.
If Massage Schools of Queensland is unable to provide a refund or a place in an alternative course our Tuition Assurance Scheme with the Australian Council for Providers of Education and Training (ACPET), will place you in a suitable alternative course at no cost to you. If ACPET cannot place you in a suitable alternative course, the ESOS Fund Manager will attempt to place the student in an alternative course. If this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

5. Conditions and Cancellation of Enrolment

- a. A student is enrolled for the period for which the tuition fees have been paid. If tuition fees have not been paid, the student's enrolment may be suspended or cancelled.
- b. Massage Schools of Queensland is required to advise DIAC when a student fails to commence a course, withdraws before the course ends or changes the course.
- c. Students need written permission from Massage Schools of Queensland to defer or suspend their course. In cases where permission is granted, DIAC will be advised.
- d. Government regulations do not allow students to transfer to other institutions within the first six months of their principal course. Where the students are enrolled in an ELICOS course first and are then enrolling with Massage Schools of Queensland, they are required to complete the ELICOS program and the first six months of the formal course with Massage Schools of Queensland.
- e. DIAC requires that all overseas students are enrolled in a full time course during their entire duration of studies. Students are not permitted to be enrolled in a part time course without DIAC's written permission.
- f. Overseas students are required to study full time and maintain 80% attendance in classes. Massage Schools of Queensland is required to monitor attendance on a weekly basis and report to DIAC any student whose attendance is irregular. Massage Schools of Queensland reserves the right to cancel enrolment of a student whose attendance falls below 80%.

- g. Overseas students are required to maintain a satisfactory level of progress in the course in which they are enrolled. Students whose progress is unsatisfactory will have their performance reviewed by the Head of school, who will make a recommendation on whether the student's enrolment should be cancelled. DIAC will be advised.
- h. Students are required by DIAC to keep Massage Schools of Queensland informed of their current address.
- i. Overseas students must maintain adequate health cover for themselves and any members of their family unit who are with them during their entire stay in Australia.
- j. The School is required to provide personal information to external agencies or including the Australian Government and designated authorities in order to provide specific services and as required by law. This may include sharing information with the Department of Immigration, The Department of Education Employment and Workplace Relations (DEEWR), Australian Council for Private Education and Training (ACPET); the tuition assurance scheme and ESOS assurance manager, state and national regulatory bodies.

6. Information about the School

- a. Massage Schools of Queensland only accepts responsibility for information given to overseas students that is provided:
 - i. in the prospectus for Overseas Students and the Handbook for Overseas Students, and the Massage Schools of Queensland's web site
 - ii. by Massage Schools of Queensland personnel
 - iii. by MSQ's accredited overseas agent
- b. Massage Schools of Queensland does not accept any liability for information provided by sources other than those outlined above.

7. Complaints

Massage Schools of Queensland has an independent grievance procedure which provides for prompt resolution of any grievances. Students will be provided with this procedure at orientation. Beyond this grievance procedure, all students have a right to pursue further action through the Australian legal system.

- 8. This agreement does not remove the right to take further action under Australia's consumer protection laws or to pursue other legal remedies.

I declare that the information I have provided is true and accurate, that I have read and understood the Massage Schools of Queensland, Prospectus and Handbook for Overseas Students and agree to be bound by the Terms and Conditions of enrolment of Massage Schools of Queensland which I have also read and understood.

Signed by the Student _____

Date: _____