



## TERMS AND CONDITIONS

### A. REFUNDS and FEES

#### Enrolment Agreement / Refund Policy

Upon signing the College of Australian Training Enrolment form students are agreeing to the following refund policy:

#### Enrolment Fee Refund Policy

- The enrolment fee is non-refundable except in the event that the College is unable to run a course for which a student has enrolled. In such a case, it is fully refundable.

#### Tuition Fee Refund Policy

- If you have paid all or part of your tuition fees, College of Australian Training will refund all or part of your fees, less bank transaction fees, on the following basis:
- If an offer of a place is withdrawn, or College Australian Training is unable to provide the program, the student is eligible for a full or pro rata refund of tuition fees paid.
- A full refund of fees will be paid with 7 days written notice prior to the commencement date of the course. If less than 7 days' notice is given and administration fee will be charged equal to that of the monies paid for tuition fees.
- No refund of tuition fees will be made to a student who withdraws from his or her course after the commencement of the course.
- Eligible refunds will be made within 2 weeks if College of Australian Training defaults on the program to the person who paid the fees initially.

The College's dispute resolution processes do not circumscribe a student's right to pursue other legal remedies.

**To view the full outline of other fees, please refer to our website [www.cat.edu.au](http://www.cat.edu.au) or the Student Handbook**

### B. DECLARATION

*I agree that I will not hold College of Australian Training and/or its employees and/or agents liable for and will not make any claim against them for loss, damage, death or injury which I may suffer or cause as a result of or in connection with or during the period of: my attendance at any premises owned, operated or controlled by College of Australian Training; and/or my attendance at any activity of which College of Australian Training has any knowledge (whether sporting, cultural, recreational or otherwise) organised by or on behalf of or with assistance of College of Australian Training or any activity; and/or in any way whatsoever my association with College of Australian Training.*

*• On behalf of myself, executives, administrators and assigns I hereby release College of Australian Training and/or its employees and/or its agents from loss, damage, death or injury and from any actions, claims and demands which, if I have not entered into this Agreement, I might otherwise have been entitled to take or make in respect of any such loss, damage, death or injury and I hereby indemnify College of Australian Training and/or its employees and/or its agents against any such liability. I agree that this Agreement shall be governed in all respects by and interpreted with the laws of the Commonwealth of Australia.*

*I certify that I have read this form thoroughly and agree to the conditions stated herein. I certify that I have read the Conditions of Enrolment and the Student Information Handbook, which incorporates the Code of Practice, Client Services Policies and the Code of Behaviour thoroughly and agree to the conditions stated.*

*• I declare that the information supplied by me on this form is true and correct in every detail. I authorise College of Australian Training to obtain from other education institutions and relevant authorities details of my enrolment, academic record and examination results.*

*• If accepted by the College I agree to abide by the rules and regulations of College of Australian Training.*

*I understand that enrolment is accepted under the condition that my tuition and other fees are paid on or before the due date.*

*All information provided by me is correct and complete, at date of enrolment.*

### C. CERTIFICATE ISSUE/ RE-ISSUE

Certificates and Statements of Attainment (SOA) will be issued within 21 Days of completion of your course/ unit(s) of competency. If you have not received your certificate or SOA within this time frame please contact our office immediately and advise our Administration. Please ensure that if your postal address changes to notify the college immediately as failure to update postal details or not requesting a re-issue within 12 weeks of completion may incur a re-print/administrative fee of \$20. Please refer to our website [www.cat.edu.au](http://www.cat.edu.au) for more information regarding this policy.