

Date:		Offer ID:	
Name:		Agent details	
Address:			

Letter of Offer

Thank you for your application to study at Albright Institute of Business and Language. Your application has been assessed and we are pleased to offer you a place in our course(s) as outlined below. Prior to accepting this offer it is important that you read the Albright Course Guide on our website <https://albrightinstitute.edu.au/promotional-materials/>

Campus Location							
Course	CRICOS Code	Start Date	Completion Date	Duration	Total Tuition Fee (AUD)	Material Fee (AUD)	First Instalment

*course duration includes terms breaks.

Initial payment required:

Application Fee (Non-refundable)	
Admissions fee (Non-refundable)	
Total Tuition fee	
Overseas Student Health Cover (OSHC) Fee	
Material Fees (Course Material)	
First Instalment	
TOTAL INITIAL PAYMENT DUE FOR COE	
Special conditions	

Conditions of Offer

1. The validity of this Letter of Offer for onshore applicants is ONE month from the date of issue
2. The validity of this Letter of Offer for offshore applicants is SIX months from the date of issue.
3. The current non-tuition applicable fees is listed in the Student Acceptance Agreement.
4. The Non-tuition fees are reviewed annually and are subject to change during the course of study. The Non-tuition fee table is available on our website <https://albrightinstitute.edu.au/forms-and-policies/>
5. If the Letter of Offer and acceptance is revised due to deferment to next intake/year, the tuition fee and non-tuition fee will be as per the current year.
6. When the student requests for deferment of the commencement date of the course, the current policies and procedures will be applicable while reviewing and assessing the student request.
7. For any re-enrolment, the current year tuition fee and current non-tuition fee will be applicable.
8. If the student's studies are suspended (on compassionate reasons) for more than 52 weeks/1 year any further enrolment will be treated as a re-enrolment and the current tuition fee and non-tuition fee will be applicable.
9. Albright Institute Refund Policy is available on <https://albrightinstitute.edu.au/forms-and-policies/>
10. This Offer is subject to the acceptance of the terms and conditions as detailed in the Student Acceptance agreement accompanying this Letter of Offer.
11. Please note that overseas students must maintain Overseas Student Health Cover (OSHC) throughout their study period as part of their student visa condition.
12. You are not required to pay more than the initial tuition fee amount as stated on this offer letter (or 50% of the tuition fee) before the start of the course. However, you do have a choice to pay more than 50% of the tuition fees or the full course fees up front if you wish to.
13. Any amount of fees paid before the start of the course will be reflected on your Confirmation of Enrolment (COE).
14. All conditions mentioned in this Letter of Offer must be met before the commencement date of the course.
15. Certified copies of academic results and evidence of English must be received directly or through your Education Agent.
16. If you have applied for packaged courses, your principal course of study will be the highest qualification in the package.

Accepting this Offer

This offer is subject to availability at the time of admission and does not guarantee a place at Albright Institute of Business And Language. To accept this offer, you must:

- Carefully read the attached written Student Acceptance Agreement;
- Make the required initial payment for generating the COE;
- Sign the Student Acceptance agreement and return it to Albright Institute of Business and Language.

Agreement details the conditions of enrolment, course fees and other charges, schedule of fees, Albright Institute's Refund policy & procedure, privacy provisions and address notification requirements.

A confirmation of enrolment (COE) will not be issued until Albright Institute of Business and Language has received a signed agreement and the initial payment. Notification of an official COE will be sent electronically to you or your nominated accredited representative.

Please make all payments to Albright Institute of Business and Language bank account listed below. You can also refer to the Payment Methods in the Student Acceptance Agreement.

Account name:	
Bank Name:	
Bank Address:	
Branch Number (BSB):	
Account Number:	
SWIFT code:	

We look forward to welcoming you to Albright Institute of Business and Language.

Regards,



Mr. Abu Huraira
CEO

STUDENT ACCEPTANCE AGREEMENT

This section is an agreement between Albright Institute of Business and Language and the student for the purpose and duration of enrolment into courses offered by Albright Institute, as outlined below.

1. Student details:

Student Name:	
Date of Birth:	
Passport Number:	
Address:	
Contact Phone:	
Email Address:	

2. Course details

Course	CRICOS Code	Start Date	Completion Date	Duration	Total Tuition Fee (AUD)	Material Fee (AUD)	First Instalment
Location of Training							
Mode of Study							
Pre-requisites and Conditions on student's enrollment							
Additional Non-Tuition Fee							
Other Information							

PAYMENT METHODS

1.

Bank Transaction



Step 1:

Ensure you select the bank account details of **your campus**

Melbourne Bank Details

Account name:

Albright Institute of Business and Language

Bank Name: Commonwealth Bank of Australia

Branch Number (BSB): 063-158

Account Number: 1043 2960

SWIFT code: CTBAAU2S

Sydney Bank Details

Account name:

Albright Institute of Business and Language

Bank Name: Commonwealth Bank of Australia

Branch Number (BSB): 063-158

Account Number: 1047 0174

SWIFT code: CTBAAU2S

Brisbane Bank Details

Account name:

Albright Institute of Business and Language

Bank Name: Commonwealth Bank of Australia

Branch Number (BSB): 063-158

Account Number: 1047 0166

SWIFT code: CTBAAU2S

Adelaide Bank Details

Account name:

Albright Institute of Business and Language

Bank Name: Commonwealth Bank of Australia

Branch Number (BSB): 063-158

Account Number: 1047 0182

SWIFT code: CTBAAU2S



Step 2:

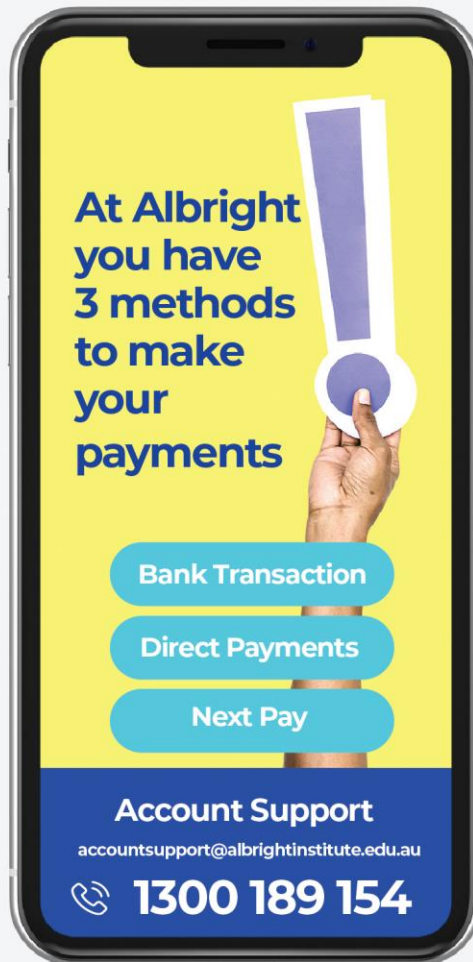
Add your Student ID or Offer ID into transaction description



Step 3:

Sent payment confirmation to:

accountsupport@albrightinstitute.edu.au



3.



1. Go to
Melbourne Campus
<https://portal.nexpay.com.au/albrightmelbourne/paynow>
Adelaide Campus
<https://portal.nexpay.com.au/albrightadelaide/paynow>
Sydney Campus
<https://portal.nexpay.com.au/Albright/paynow>
Brisbane Campus
<https://portal.nexpay.com.au/albrightbrisbane/paynow>

Register and create a payment **2.**

3. Enter in Payee: **Albright Institute** and choose campus

Complete the form and follow the instructions **4.**

5. Pay in your currency and take the instructions to your local bank

Save your transaction & send payment confirmation to:
accountsupport@albrightinstitute.edu.au **6.**

2.

Direct Payments

You may make payment to Albright using the following methods:



Cash



EFTPOS



Credit Card

Option A:



Call us

0480209895-0426661090

Option B:



Send us an E-mail to

accountsupport@albrightinstitute.edu.au

Option C:



Visit the reception of your campus

Terms and Conditions for the Student Acceptance Agreement

Key Terms Definitions

- **Course:** A program of study leading to a qualification or an award. A course may comprise of units or modules.
- **Fees:** A total of tuition, materials, application and any other fees during the course of study.
- **Tuition Fee:** Covers the cost of providing the course of study and use of resources at AIBL. Tuition Fee does not include Overseas Student Health Cover (OSHC), administration costs including application fee, home stay booking fee, airport pick-up fee and costs related to equipment or training material purchases.
- **Materials Fee:** Covers the cost of learning materials and resources provided by AIBL.
- **Pre-paid Tuition Fees:** Tuition fees paid in advance prior to commencement of the course or a study period.
- **Unused tuition fees:** Tuition fees paid by a student to the Institute and that are repayable to the student in any of the circumstances set out in this Agreement.
- **Principal Course of Study:** Means the main or the final course of study to be undertaken by an overseas student where a student visa has been issued for multiple courses of study.
- **Study Period:** A discrete period of study up to a maximum of 10 weeks within a course, namely term, semester, trimester, short course of similar or lesser duration, excluding holidays and term/semester breaks.
- **Course:** means a course of education or training as defined in the ESOS Act.
- **The National Code:** The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, established pursuant to Part 4 of the ESOS Act 2000, as amended from time to time.
- **DHA:** Department of Home Affairs
- **COE:** Confirmation of Enrolment.
- **PRISMS:** The Provider Registration and International Student Management System.
- **Deferment:** Postponement of the commencement of a course of study. Must occur prior to start of a new academic term or a study period.
- **Suspension:** Temporary postponement of an undertaken course of study. May occur at any time during an academic term or a study period.
- **Cancellation:** Termination of enrolment.
- **LLN:** Language, Literacy, and Numeracy
- **Unsatisfactory Course Progress:** Where the student has failed or is deemed Not Yet Competent (NYC) in 50% or more of the units in 2 consecutive terms based on evidence from student's assessment tasks and activities.
- **Units of Competency or Unit:** A Unit of Competency, also generally referred to as a "unit", is a statement of a key function or role in a particular skill or knowledge area. It is made up of elements of competency, together with performance criteria, a range of variables, and an evidence guide.
- **Competency:** Means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.
- **Assessment:** The means by which progress or achievement in a unit is evaluated. This can include assessment methods such as essays, examinations, projects, practical tasks, and tutorial participation.

Entry Requirement for ELICOS Courses

You must meet the following General and English language proficiency requirements for ELICOS courses offered by Albright Institute of English:

Course	General	English language proficiency requirements
General English (GE) CRICOS Code: 096826G	No entry requirement	English Placement test or equivalent: <ul style="list-style-type: none"> • Beginner/Elementary • Pre-Intermediate • Intermediate • Upper-Intermediate • Advanced

Entry Requirements for Vocational (VET) Courses

You must meet the following General and course specific requirements for Vocational Education and Training (VET) courses offered by Albright Institute of Business and Language:

GENERAL ENTRY REQUIREMENTS:

1. Applicants must be minimum 18 years of age at the time of commencement;
2. Have a valid Student visa status which allows them to study in Australia in Vocational levels.
3. Must satisfy Albright Pre-training Review (PTR) Assessment.
4. Successful completion of Australian Equivalent Year 10 qualification; For AQF level II courses.
5. Effective July 2024 - Have a valid IELTS score of 6 Bands OR PTE score of 50 OR Cambridge score 169 OR its equivalent (Completed a minimum 10-Weeks General English Course of Upper-Intermediate Level)- Within the last 2 Calendar Years OR Completed Australian Qualification minimum AQF Level 4 (Certificate 4) OR Australian Senior Secondary Certificate of Education- Within the last 2 Calendar Years;
6. Successful completion of Australian Equivalent Year 12 qualification;
7. Applicants must undertake the Albright LLN test;
8. Applicants should have basic computer and MS Office skills (Word, Excel and Power Point).

CRICOS CODE	COURSE CODE	COURSE TITLE	ENTRY REQUIREMENT - COURSE SPECIFIC
Leadership and Management			
106168F	BSB40820	Certificate IV in Marketing and Communication	There are no formal entry requirements for this qualification.
104306F	BSB50420	Diploma of Leadership and Management	There are no formal entry requirements for this qualification.
106171M	BSB60420	Advanced Diploma of Leadership and Management	Entry to this qualification is limited to those who: Have completed a Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) OR Have two years equivalent full-time relevant workplace experience in an operational or leadership role in an enterprise.
104077C	BSB50820	Diploma of Project Management	There are no formal entry requirements for this qualification.
104459M	BSB60720	Advanced Diploma of Program Management	Entry to this qualification is limited to those who: Have completed one of the following qualifications: BSB50820 Diploma of Project Management; or BSB51415 Diploma of Project Management (or a superseded equivalent version). OR Have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.
106172K	BSB80120	Graduate Diploma of Management (Learning)	1. Any Diploma or Advanced Diploma from the BSB Training Package (current or superseded equivalent versions) or Bachelor's Degree level of qualification in related fields of study or Have 1.5 years equivalent full-time relevant workplace experience in an operational / leadership or management role in an enterprise; 2. Interview with Head of VET/ VET Coordinator to determine suitability of the course for students who do not meet the requirements.
CIVIL CONSTRUCTION AND DESIGN			
111404A	RII60520	Advanced Diploma of Civil Construction Design	There are no qualification specific entry requirements.
HOSPITALITY AND MANAGEMENT			
111406K	SIT30821	Certificate III in Commercial Cookery	1. There are no qualification specific entry requirements. 2. Learners must be physically fit to carry up/lift to a maximum load of 5kgs as this may be required during the practical training. 3. Learners must be able to handle and cook dairy products and non-vegetarian food items including but not limited to beef and pork. 4. Due to the physical requirements of this course, students must have a basic level of fitness allowing them to work on their feet during work placement shifts.
111408H	SIT40521	Certificate IV in Kitchen Management	1. There are no qualification specific entry requirements. 2. Learners must be physically fit to carry up/lift to a maximum load of 5kgs as this may be required during the practical training. 3. Learners must be able to handle and cook dairy products and non-vegetarian food items including but not limited to beef and pork. 4. Due to the physical requirements of this course, students must have a basic level of fitness allowing them to work on their feet during work placement shifts.
111407J	SIT50422	Diploma of Hospitality Management	1. There are no qualification specific entry requirements. 2. Learners must be physically fit to carry up/lift to a maximum load of 5kgs as this may be required during the practical training. 3. Learners must be able to handle and cook dairy products and non-vegetarian food items including but not limited to beef and pork. 4. Due to the physical requirements of this course, students must have a basic level of fitness allowing them to work on their feet during work placement shifts.
INFORMATION TECHNOLOGY			
111405M	ICT50220	Diploma of Information Technology	There are no formal entry requirements for this qualification.
106175G	ICT60220	Advanced Diploma of Information Technology	There are no formal entry requirements for this qualification.
COMMUNITY SERVICES			
115213J	CHC52021	Diploma of Community Services	There are no qualification specific entry requirements.

Tuition Fee and Non-tuition Fees and Charges

1. The ANIT Australia Pty. Ltd t/a Albright Institute of Business and Language and Albright Institute of English ("we") is required by law to have a written agreement with you ("Student Acceptance Agreement") in relation to your study with us.
2. These Terms and Conditions of Enrolment, Fee payment and Refund Policy ("Terms"), as well as the Letter of Offer and the Student Acceptance Agreement, together constitute your Student Acceptance Agreement.
3. By signing this Student Acceptance Agreement, you accept the offer set out in our Letter of Offer and the terms and conditions of this Student Acceptance Agreement.
4. By accepting the offer, you agree to be bound by these terms and conditions to comply with our regulations for the duration of your course, unless otherwise agreed and confirmed in writing by us.
5. You agree that on acceptance of the Letter of Offer and Student Acceptance Agreement, you are required to pay 50% of the course fee.
6. You further acknowledge that should you elect; you MAY pay more than 50% of the course fee although not required to do so; an international student may choose to pay more than 50% of their tuition fees before their course commences in accordance with the ESOS Act.
7. I understand that during the student enrolment the balance of the fees is to be paid on an instalment payment plan outlined in the Student Acceptance Agreement.
8. I understand that I am required to set up a Direct Debit which is a regular automatic payment set up on Albright Institute's Commonwealth Bank Account (which is mentioned on the Letter of Offer) using their BSB and Account Number.
9. The student is required to set up a Direct Debit which is a regular automatic payment set up on Albright Institute's Commonwealth Bank Account (which is mentioned on the Letter of Offer) using their BSB and Account Number.
10. I can know more about Direct Debit by referring to the information <https://www.commbank.com.au/banking/direct-debits.html>
11. I understand that in case I DO NOT have Australian bank account, or automatic payments cannot be set up on student's bank account due to any reason, payments could be processed using a valid credit card, the details of which should also be provided to Albright Institute in such cases.
12. I understand that Albright Institute will charge the due payment to the credit card in case the direct debit fails.
13. The students enrolling for the packaged programs are required to pay the first instalment of the second and subsequent course before the commencement date of the second and subsequent course.
14. The terms and conditions/or regulations may be amended from time to time and/or new regulations may be introduced by agreement with you.
15. Prior to seeking your agreement, we will notify you that there are new and/or amended terms and conditions/or regulations, and we will publish them on our website <https://albrightinstitute.edu.au/> and hard copies will be made available at the Albright Institute head office for inspection on request.
16. New and/or amended terms and conditions/or regulations supersede the former ones and may affect rights and entitlements that have already accrued.
17. You agree not to withhold your consent to any new and/or amended terms and conditions /or regulations unreasonably.
18. You acknowledge that amendments and changes to terms and conditions/regulations are for the mutual benefit of both you and Albright Institute.
19. We also advise that it may be reasonably necessary for us to protect our legitimate commercial interest for new and/ or amended Terms and conditions /or Regulations to be introduced from time to time to: Ensure that consistent Terms and conditions/Regulations apply to you and to other students (irrespective of when you commenced study with us); and or Reflect changes in laws, practices or other circumstances.
20. Albright Institute charges Administration fees for various course variations during your student journey with us. You can refer for the Non-tuition Fees and Charges document in Albright Institute's Policies <https://albrightinstitute.edu.au/forms-and-policies/>
21. I understand that the Non-tuition fee charges will be applicable as per the current date of the application made for any enrolment course variation and the latest non-tuition fee charges will always apply. I can refer to the Non-tuition Fee Charges document in Albright Institute's Policies at the time of your request. <https://albrightinstitute.edu.au/formsand-policies/>
22. I understand that failing to pay the administration fee will delay the assessment and processing of any student course variation that I might have made during my student journey at Albright Institute.
23. I acknowledge that I am aware that if I do not pay any non-tuition fee charges duly incurred to me, Albright may forward the outstanding amount to the Debt Collection Agency appointed by Albright Institute which may affect my personal credit rating in Australia. Additionally, I will be liable to bear the expenses of the Debt Collection Agency incurred for the recovering of this outstanding amount.

NON-TUITION FEE AND CHARGES

NON-REFUNDABLE CHARGES

S.NO.	ITEM TITLE	AUD\$
1.	Onshore and Offshore Application Fee	\$100.00
2.	Onshore and Offshore Admission Fee	\$150.00
3.	Registration Fee for enrolments in future OR for future enrolments in a packaged program offered with more than one VET course	In between the range of \$500.00 to \$2,000.00
4.	Administration Fee for 2nd and subsequent Deferment of start date/ intake date for OFFSHORE applicants	\$200.00
5.	Administration Fee for 1st and any subsequent Deferment of start date/ intake date for ONSHORE applicants	\$200.00
6.	Administration Fee for 1st and any subsequent suspension of studies	\$550.00
7.	Administration Fee for Re-enrolment of Course	\$300.00
8.	Administration Fee for Re-enrolment following cancellation on disciplinary actions include but NOT limited to unsatisfactory course progress; non-payment of fees; Plagiarism etc.)	\$300.00
9.	Administration Fee for Re-assessment, delayed submission/missed submission date	\$200.00 per theory unit
10.	Administration Fee for Re-assessment, delayed submission/missed submission date	\$300.00 per practical unit
11.	Administration Fee for Re-enrolment following cancellation on non-commencement of a course	\$300.00
12.	Total tuition fees in original LOO divided by number of units in the qualification	Unit Re-enrolment Fee
13.	Administration Fee for Enrolment Cancellation (not applicable on re-enrolment)	\$550.00
14.	Administration Fee for Refund Administration	\$550.00
15.	Student refund on Letter of Offer where deposit has been received but CoE has not been generated Administration fee for refund	\$550.00
16.	Student has paid extra fees than the Payment Plan - When a student ends a course and tuition payments continue then the refund administration fee will be charged	\$55.00
17.	Student has paid extra fees than the Payment Plan - When a student continues paying as per the payment plan even after the cancellation of enrolment has taken place then the refund administration fee will be charged FEE AND CHARGES	\$55.00
18.	Administration Fee for Change of campus location	\$300.00
19.	Administration Fee for Re-issuance of Qualification Certificate/Statement of Attainment (SOA)	\$50.00
20.	Administration Fee for Re-issuance of Student ID Card	\$20.00
21.	Re-test Fee for 2nd attempt of AIBL English Level Assessment Test for VET Courses at AIBL	\$25.00
22.	Additional Deduction/expenses as Bank Fees will be incurred by the recipient of the refund when processing refund internationally.	Any payment processed outside the local bank in Australia the refund applicant will have to bear the international payment transfer fee.
23.	Payments made by Overseas credit cards	Surcharge of 3.5%
24.	Onshore Card Processing Fee	Surcharge of 1.9%

OVERDUE TUITION FEE CHARGES

BUSINESS DAYS	CHARGES AUD\$
1 to 5 days	\$220.00
6 to 10 days	\$440.00
11 to 20 days	\$880.00
20+ days	\$1,440.00

Enrolment Conditions

- Albright Institute Courses have a minimum educational and English proficiency level and entry requirements.
- Students should be aware of the English language proficiency requirements, entry requirements, modes of study, assessment, facilities, equipment, and learning resources which are available on the Student Handbook, course flyers and website <https://albrightinstitute.edu.au/>, for the mentioned courses.
- When the student requests a deferment of the commencement date of the course, the current policies and procedures will be applicable while reviewing and assessing the student request.
- Students enrolling for ELICOS courses are required to take the Albright Institute's English Placement Test. This is a mandatory requirement to assess the English Language Level of the student before commencing the course.
- Students enrolling for VET courses are required to take the Language, Literacy and Numeracy (LLN) test before the commencement of the course. This is a mandatory requirement to assess if the student requires any LLN support during the course at Albright Institute.
- Students who enrol in packaged program, i.e. enrolling in Certificate courses leading to Diploma or Advanced Diploma courses MUST fully complete each preceding qualification before they can progress to the next one (e.g. a Certificate III must be completed before a student can progress to a Certificate IV, and a Certificate IV must be completed before a student can progress to a Diploma etc. as part of packaged program enrolment).
- You may apply for Credit from previous studies via Credit Transfer. Applicants must apply for credit transfers at the time when the application is filled in as if the Credit (CT) is granted then it may affect the duration of the course, and the student visa conditions.
- Credit will be provided only for those units which are equivalent to the units delivered at Albright Institute. No other units will be considered from the training package of the qualification.
- Some course structures may have common units between different courses, which is more relevant if a student has enrolled in a packaged course (e.g. a packaged course comprising more than one qualifications leading to the principal course of study, such as Certificate III + Certificate IV + Diploma + Advanced Diploma) over a prescribed duration. Students progressing between the courses will be granted course credits as per AQF guidelines. As the granting of credits may have an impact on the course duration, students who have been granted credits in the subsequent qualifications will have their CoE's amended through PRISMS.
- From 1 January 2015 if you are undertaking nationally recognised training you are required to have a Unique Student Identifier (USI).
- This includes all students who are continuing a course they started prior to 2015 (e.g. onshore international students), and all new students. You should review the Fact Sheet: Student Information for the Unique Student Identifier available at the USI website - www.usi.gov.au/students
- Plagiarism is a very serious offence in Australia and there are harsh penalties for the practice, which may include an automatic failure of your unit. This will put your student visa in jeopardy. If you wish to use someone else's work, you must reference it and explain how it relates to and supports your own work and the case you are trying to build. You must never submit to another student's work as your own. For help on using correct referencing please contact the Albright Institute's staff.

Commencement of Your Course

- Attending the Orientation session (official Induction), completing all orientation requirements & meeting all enrolment conditions are compulsory in order to commence your enrolment.
- If you do not attend the Orientation Session (do not commence your course) within Census Date (14 days from start date), your Enrolment will be cancelled.
- AUD\$550.00 Administration Fee (non-refundable) is applicable to process the cancellation of enrolment for non-commencement of studies, unless waived by Albright Institute.

Visa Conditions

- Students must maintain a study load of 20 contact hours per week.
- Students must maintain Satisfactory progress in the course of study to be able to complete the course in the scheduled time frame and

MATERIAL FEES		
S.NO.	ITEM TITLE	COST APPLICABLE AUD\$
1.	ELICOS Courses	\$15.00 per week
2.	SIT30821 Certificate III in Commercial Cookery (52 weeks)	
	Material Fee (Food Costs)	\$750.00
	Knives Kit & Uniform	\$500.00
3.	SIT40521 Certificate IV in Kitchen Management (75 weeks)	
	Material Fee (Food Costs)	\$1,000.00
	Knives Kit & Uniform	\$500.00
4.	SIT50422 Diploma of Hospitality Management (104 weeks)	
	Material Fee (Food Costs)	\$1,000.00
	Knives Kit & Uniform	\$500.00
5.	SIT30821 Certificate III in Commercial Cookery (52 weeks) + SIT40521 Certificate IV in Kitchen Management (26 Weeks) (Packaged programs)	
	Material Fee (Food Costs)	\$1,000.00
	Knives Kit & Uniform	\$500.00
6.	SIT30821 Certificate III in Commercial Cookery (52 weeks) + SIT40521 Certificate IV in Kitchen Management (26 Weeks) + SIT50422 Diploma of Hospitality Management (26 weeks) (Packaged programs)	
	Material Fee (Food Costs)	\$1,000.00
	Knives Kit & Uniform	\$500.00
7.	RII60520 Advanced Diploma of Civil Construction Design (104 weeks)	
	Material Fee (Software Subscription)	\$500.00
8.	CHC52021 Diploma of Community Services	
	Material Fee (Software Subscription)	\$1,000.00

in accordance with their Confirmation of Enrolment as set out by the Albright course progress policy

<https://albrightinstitute.edu.au/forms-and-policies/>;

- Students must have Overseas Student Health Cover prior to arrival in Australia;
- By signing this agreement, you understand and agree to satisfy all of the Student Visa requirements set by Department of Home Affairs including:
 - Maintaining a full-time enrolment;
 - Achieving satisfactory attendance and academic performance;
 - Maintaining Overseas Student Health Cover (OSHC) throughout the study duration;
 - Informing Albright Institute of Business and Language of any changes to your contact details, including your Australian mobile number, email, residential address, who to contact in case of an emergency Situation within 7 days of the changes occurring.

Tuition Fee Paid in Advance

Albright accepts tuition fees in advance, and these fees become "services rendered" and are considered Consumed on the first day of the month, in advance of the month ahead. In the case of courses which are billed on a term-basis, the fees for the term become services Rendered on the first day of the term. For example, a student is undertaking a course with a monthly fee of \$350. The student Pays \$1,050 in advance, for three months of their course. The course starts on the 1st of March. On the first of March, \$350 of the pre-paid fees become services rendered and are consumed. This is the fee for March. The student has now "spent" \$350 and has \$700 remaining pre-paid. On the first of April, \$350 of the pre-paid fees become services rendered and are consumed. This is the fee for April. The student has now spent \$700 and has \$350 remaining pre-paid. This is important to understand as there can be a difference between refunding fees paid in advance and fees which have become services rendered.

Paying Fees during Student enrolment

- 1) During the student enrolment the balance of the fees is to be paid on an instalment payment plan outlines in the Student Acceptance Agreement.
- 2) The student is required to set up a Direct Debit which is a regular automatic payment set up on Albright Institute's Commonwealth Bank Account (which is mentioned on the Letter of Offer) using their BSB and Account Number.
- 3) The student is advised to refer to the information on Direct Debit <https://www.commbank.com.au/banking/direct-debits.html>
- 4) In case where the student has no Australian bank account, or automatic payments cannot be set up on student's bank account due to any reason, payments could be processed using a valid credit card, the details of which should also be provided to Albright Institute in such cases.
- 5) The student is advised that Albright Institute will charge the due payment to the credit card in case the direct debit fails.
- 6) The students enrolling for the packaged programs are required to pay the first instalment of the second and subsequent course before the commencement date of the second and subsequent course.
- 7) Late payment of Fees will incur a penalty on the fee instalment owed to Albright Institute referred in the Payment Agreement.

Overdue Tuition Fee Charges	
Business days	Charges
1 to 5 days	\$220.00
6 to 10 days	\$440.00
11 to 20 days	\$880.00
20 + days	\$1,440.00

- 8) Albright Institute may restrict or withhold services or materials from the student if fees are overdue.
- 9) Late payment fee can be waived off ONLY on CEO's discretion.
- 10) Student has paid extra fees than the Payment Plan:
 - (a) When a student ends a course and tuition payments continue: a \$55/- Admin fee will be charged to refund the additional payments made.
 - (b) When a student continues paying as per the payment plan even after the cancellation of enrolment has taken place: a \$55/- Admin fee will be charged to refund the additional payments made.

Refund of Fees

Albright Institute will have a written agreement in place with all students, in the form of the "Letter of Offer and Student Acceptance Agreement" Which contains the course details, pre-requisites/conditions of enrolment, fees, and refund and cancellation policies. This document is acknowledged and signed by the student prior to issuance of a Confirmation of Enrolment (COE) being generated in order to comply with Standard 3 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) and clause 5.3 of Standards for Registered Training Organizations (RTOs) 2015. These policies are on our website <https://albrightinstitute.edu.au/forms-and-policies/>.

Any student wanting to request a refund must do so by submitting the STD-FORM01 Refund Request Form. Application for a refund must be made in writing and addressed to the CEO, clearly stating the reason for the cancellation. Sufficient evidence must be provided to Albright Institute in support of the cancellation and the request for refund application. Albright Institute does not accept cancellation or withdrawal of course through phone call, SMS, email, fax or by just advising a staff member or agent. The fully completed refund request form and the required documentary evidence should be submitted to refund@albrightinstitute.edu.au and will be processed within 20 working days.

Please note the following general rules for refunds:

1. The Application Fee and the Admission Fee are non-refundable.
2. AUD\$550.00/- Refund Administration fee is applicable to all refund applications unless waived by Albright Institute or cancellation fee of \$550.00/- has been paid.
3. Albright non-tuition fee charges such as but not limited to, Application fees, material fees, administration fees, registration fee and fees paid to education agents are Non-refundable unless mentioned specifically in your Student Agreement.
4. If the student has been charged the administration fee for any student course variation which leads to a refund request for the same reason, then the student will not be charged again for the Refund Administration Fee of \$550.00/-.
5. The terms and conditions set in this refund policy apply equally to commencing and continuing students, unless otherwise specified.
6. Albright Institute reserves the right to amend any of the terms and conditions stated in this policy at any point of time to ensure compliance with related regulations and legislation or under exceptional circumstances. With required evidence as per the refund policy <https://albrightinstitute.edu.au/forms-and-policies/>

7. Refunds for any monies received by Albright Institute on behalf of a student for services not provided by Albright, for example home stay or health insurance, must be requested directly from the company providing the services.
8. All such refunds will be subject to the respective company's refund policy.
9. All refund applications must be approved by the CEO of Albright Institute or their delegate.
10. If Albright Institute agrees to refund monies paid, it will aim do so within 20 working days of receiving written application for refund.
11. Albright Institute will provide you with a written statement detailing how the amount of the refund has been calculated.
12. All refunds will be paid to the student who holds a Student Agreement with Albright Institute unless the student provides written directions to pay the refund to another person or entity.
13. All refunds will be paid in the currency in which the fees were paid.
14. A refund application will be considered under the two main categories of Student or Provider default.
15. If a student intends to apply for a refund, all tuition fees and debts to Albright must be cleared before the application is processed.

Refund amount is calculated as per below:

FEE REFUND CONDITIONS	PORTION OF TUITION FEE REFUNDABLE
The Albright Institute is unable to start delivery of the course. Student will be Paid within 14 business /working days of initial course commencement date;	100%
If the application for student visa is unsuccessful. Student will be Paid within 28 business /working days from the receipt of (completed, signed refund form with documentary evidence) of information by Institute;	Where a student has been refused a student visa and is yet to commence the program then the total program fees (tuition fees and non-tuition fees) received from the student will be refunded MINUS the Application and Admission Fee and the lesser of the following amounts: 5% of the total amount of fees received in respect of the student for the program: or AUD\$500/-
If an extension to student visa is not granted and the course has commenced;	Refund calculation as per ESOS Act, under Section 10 of the refund specification.
If Albright Institute approves the student transfer to another provider prior to completion of six months or after the completion of study of the principal course;	0% The student shall not be eligible for a refund.
Albright Institute reserves the right to suspend or cancel the student's enrolment if: (a) the student fails to pay an amount that they were liable to pay to Albright Institute (directly or indirectly) in order to undertake a course; (b) the student has breached a condition of student visa; (c) behavior unacceptable to Albright Institute, including but not limited to the Student Code of Conduct in the Student Handbook	0% The student shall not be eligible for a refund for that term.
Where a student formally withdraws from a course more than four (4) weeks of the calendar days before the CoE start date;	80% of the tuition fees paid for that term or study period and any other unexpended (unused) tuition fees will be refunded Less application fee AUD \$200 (onshore) and AUD\$300 (offshore). The \$550.00 Refund Administration Fee is applicable.
Where a student formally withdraws from a course less than four (4) weeks of the calendar days before the CoE start date;	0% The student shall not be eligible for a refund.
Leave of absence, deferral, and suspension of studies do not entitle a student for a refund of tuition fees for the duration for which such absence, deferment or suspension were affected;	0% The student shall not be eligible for a refund.
A Student whose visa is cancelled by DHA during an enrolment period while in Australia for any reason (other than issuance of a Protection Visa);	0% The student shall not be eligible for a refund.
A student, who supplies incorrect or fraudulent information or document to obtain a place at Albright Institute;	0% The student shall not be eligible for a refund.
When the student commences the course;	No Material Fee will be refunded.
Compulsory health insurance for student visa holders;	The student should contact the respective Overseas Student Health Cover provider.
RPL application, should it be deemed unsuccessful.	0%

Enrolment Course Variations during Student Journey at Albright

1. You are required to pay non-tuition administration fee for all the enrolment course variations that you have requested during your enrolment in the current course.
2. Failing to pay the administration fee will delay the assessment and processing of your request.
3. If the student does not pay any non-tuition fee charges duly incurred to the student, Albright may forward the outstanding amount to the Debt Collection Agency appointed by Albright Institute which may affect my personal credit rating in Australia. Additionally, the student will be liable to bear the expenses of the Debt Collection Agency incurred for the recovering of this outstanding amount.
4. Unless your request is approved and processed you are advised to continue attending your classes as per your enrolment and timetable.
5. You will be liable to pay the tuition fees till the time the change in the enrolment status is processed by Albright Institute & you must not stop paying any scheduled payment during this period regardless of the expected outcome.
6. Following the review and assessment of your request, if the request is denied, you will be advised once again to continue attending classes and maintain satisfactory course progress.

Complaints and Appeals

An informal complaint can be made at any time by bringing it to the attention of the person that you are aggrieved with, your Trainer/ Assessor or Student support staff, and discussing possible options for resolution. Any person may submit a formal complaint to Albright Institute with the reasonable expectation that complaints will be treated with integrity and privacy. There is no cost for the complaints process unless it is referred to a third party. Formal complaints are made using the Complaints and Appeals Form.

A complainant wishing to submit a formal complaint must complete the Complaints and Appeals form providing as many details as possible, including:

- Submission date of complaint
- Name of complainant
- Nature of complaint
- Date of the event which lead to the complaint
- Attachments (if applicable)

The COO/CEO will ensure that Albright Institute will act immediately on any substantiated complaint. If the internal or any external complaint handling or appeal process results in a decision that supports the complainant, Albright Institute must immediately implement any decision and/or corrective and preventative action that is required and advise the complainant of the outcome. The Complaints and appeals policy and procedure is available on our website <https://albrightinstitute.edu.au/forms-and-policies/>

There is an external grievance process available to students if they have exhausted the above procedures and still feel unsatisfied.

Complaints from overseas students may be investigated by Australian Skills Quality Authority (ASQA), the Overseas Students Ombudsman, or, in some cases, another agency. In most cases, you will be referred to the Overseas Students Ombudsman. You can complain to the Overseas Students Ombudsman if you believe the College has not followed the rules correctly or treated you fairly. <http://www.ombudsman.gov.au/>

Overseas Student Transfer

As per the ESOS Act and Standard 7 of National Code 2018, overseas students cannot transfer between registered providers prior to completing six calendar months of their principal course. The principal course is the main course of study to be undertaken by an overseas student where the student visa has been issued for multiple courses and is usually the final course of study. The first six months are calculated as six calendar months from the date an overseas student commences their principal course. This means the transfer restriction applies to a student during all courses they undertake prior to the principal course. In the event a student decides to abandon the course before six months of the principal course, the term fee of that term will be applicable. The related policy and procedure are available on our website <https://albrightinstitute.edu.au/forms-and-policies/>

Statement Regarding Consumer Protection

"This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies".

Privacy and Personal Protection

Information is collected on this written agreement and during your enrolment in order to meet the College obligations under the ESOS Act 2000 and the National Code 2018; and to ensure student 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 Education Services for Overseas Students Act 2000, the Education Services for overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. There are some circumstances in which personal information about students may be shared between Albright Institute and the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme (TPS) and the ESOS Assurance Fund Manager.

This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition. Albright Institute is bound by the Australian Privacy Principles (APPs) in Schedule 1 of the Privacy Act 1988 (Cth) (See http://www.austlii.edu.au/au/legis/cth/consol_act/pa1988108/)

Successful Completion – Qualification/Statement of Attainment

ELICOS Completions

The students will be issued (at no additional cost) with a Certificate of Attainment/ Certificate of Participation (as per their attendance, course progress and Albright Institute's Issuance policy) within 30 days of completion of their course. The student should not have any pending tuition fee and any other dues to Albright Institute.

VET Completions

The students will be issued (at no additional cost) with a Qualification and / or a Statement of Attainment within 30 days of completion of their course provided that the student successfully completed all required assessment tasks, full payment of fees has been received by Albright Institute, and the student has a USI number (unless a USI exemption applies for the student).

Course Duration and Study Periods for VET Courses

BSB Courses and ICT courses

- One year course comprises of forty (40) study weeks and twelve (12) holiday weeks.
- Two years course comprises of eighty (80) study weeks and twenty-four (24) holiday weeks.
- An academic term comprises of ten (10) contact weeks is generally referred to as a study period.

Hospitality, Civil construction & Design and Community Services

- AIBL Trade courses – Hospitality, Civil construction & design and Community Services will have term calendar with 4 terms in one year and 8 terms for two years course.
- An academic year is divided in forty (40) contact/delivery weeks and twelve (12) weeks of holiday break.
- Therefore, a full academic year consists of four (4) academic terms of 10 weeks each; i.e. a Total of forty (40) contact/delivery weeks per academic year.
- An academic term comprises of ten (10) contact weeks is generally referred to as a study period.

Amendments to your Enrolment

- You may initiate a request to defer commencement of studies or suspend studies on the grounds of compassionate or compelling circumstances. If you wish to defer the commencement of studies or suspend your studies, you must apply to do so in writing to Albright Institute by filling in the online student request form available on the website.
- The Institute may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student. Deferral of commencement and suspension or cancellation of enrolment must be reported to DHA by Albright institute, and this may affect the status of a student visa.
- Albright Institute reserves the right to change or replace trainers, assessors, teachers or tutors at any time, cancel a course or subject prior to commencement of each term and make changes to the syllabus or timetable at any time.
- The Albright Institute may at its discretion cancel, vary or postpone the commencement date of a course. In the event of cancellation or postponement, the Institute agrees to refund all fees paid by the student. However, the student agrees that there shall be no entitlement to damages.
- You acknowledge that you have, prior to enrolment, viewed, read and understood all the information about the course and are aware of the vocational outcomes associated with the course you have chosen.
- You are aware that there shall be no requirement for Albright Institute to issue any qualification prior to the completion of the enrolled course(s).
- Albright Institute has the right to reverse any results as a part of academic monitoring and results are interim until Statement of Attainment (SOA) or Certificate is issued.

Attendance and Course Progress

ELICOS - An ELICOS course has a minimum of 20 hours face-to-face scheduled course contact per week. The students are informed about the importance of the minimum satisfactory attendance requirement of 80%. Albright Institute monitors student attendance as per the ELICOS Standards 2018 and NEAS requirements.

VET - Albright Institute implements VET course progress and intervention strategy procedure in accordance with the Standard 8 of the National Code 2018. As directed by the Department of Education and Training (ESOS Agency), a provider who implements the DEEWR-DIAC Course Progress Policy and Procedures for its CRICOS registered courses is not required for ESOS purposes to monitor attendance for those courses.

It is a requirement of ESOS NCP 2018 that a student must participate in scheduled classes in accordance with course timetables to make satisfactory course progress, and if they do not satisfactorily progress in their course, they will be in breach of a condition of their student visa. A student needs to maintain minimum attendance of 70% in very term. If they don't attend scheduled classes, Albright Institute will reassess the course duration and may shorten the course duration or report the student for unsatisfactory course progress. The Department of Home Affairs may cancel a student's visa if they fail to maintain their enrolment.

Complaints and Appeals

An informal complaint can be made at any time by bringing it to the attention of the person that you are aggrieved with, your Trainer/Assessor or Student support staff, and discussing possible options for resolution. Any person may submit a formal complaint to Albright Institute with the reasonable expectation that complaints will be treated with integrity and privacy. There is no cost for the complaints process unless it is referred to a third party. Formal complaints are made using the Complaints and Appeals Form.

A complainant wishing to submit a formal complaint must complete the Complaints and Appeals form providing as many details as possible, including:

- Submission date of complaint
- Name of complainant
- Nature of complaint
- Date of the event which lead to the complaint
- Attachments (if applicable)

The COO/CEO will ensure that Albright Institute will act immediately on any substantiated complaint. If the internal or any external complaint handling or appeal process results in a decision that supports the complainant, Albright Institute must immediately implement any decision and/or corrective and preventative action that is required and advise the complainant of the outcome.

There is an external grievance process available to students if they have exhausted the above procedures and still feel unsatisfied. Complaints from overseas students may be investigated by Australian Skills Quality Authority (ASQA), the Overseas Students Ombudsman, or, in some cases, another agency. In most cases, you will be referred to the Overseas Students Ombudsman. You can complain to the Overseas Students Ombudsman if you believe the College has not followed the rules correctly or treated you fairly. <http://www.ombudsman.gov.au/>

Overseas Student Transfer

As per the ESOS Act and Standard 7 of National Code 2018, overseas students cannot transfer between registered providers prior to completing six calendar months of their principal course. The principal course is the main course of study to be undertaken by an overseas student where the student visa has been issued for multiple courses and is usually the final course of study. The first six months are calculated as six calendar months from the date an overseas student commences their principal course. This means the transfer restriction applies to a student during all courses they undertake prior to the principal course. In the event a student decides to abandon the course before six months of the principal course, the term fee of that term will be applicable.

Statement Regarding Consumer Protection

"This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies".

Privacy and Personal Protection

Information is collected on this written agreement and during your enrolment to meet the College obligations under the ESOS Act and the National Code 2018; and to ensure student 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 Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

There are some circumstances in which personal information about students may be shared between Albright Institute and the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme (TPS) and the ESOS Assurance Fund Manager.

This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition. Albright Institute is bound by the Australian Privacy Principles (APPs) in Schedule 1 of the Privacy Act 1988 (Cth) (See http://www.austlii.edu.au/au/legis/cth/consol_act/pa1988108/)

Successful Completion – Qualification/Statement of Attainment

All learners will be issued (at no additional cost) with a Qualification and / or a Statement of Attainment **within 30 days of completion of their course** provided that the student successfully completed all required assessment tasks, full payment of fees has been received by Albright Institute, and the student has a USI number (unless a USI exemption applies for the student).

STUDENT ENROLMENT ACCEPTANCE DECLARATION

In signing this enrolment agreement, I,, declare the following;

1. That the information provided by me as the applicant, in the application is complete and correct;
2. I must satisfy all of the requirements for acceptance into the course/s. If they are not fully satisfied on or before the date of the commencement of the course/s, I cannot commence the course/s and my enrolment may be terminated;
3. I have read the course content and the pre-requisite units' information (if applicable) on the Albright Institute website www.albrightinstitute.edu.au
4. I must arrive in Australia, enrol and commence the course/s by the course commencement date;
5. I must attend all classes, course related information sessions, supervised study sessions and assessment sessions and undertake all assessments during my course/s;
6. I must be covered by Overseas Student Health Cover (OSHC) while I am on student visa. If I am accompanied by family, the OSHC family fee must be paid. I understand that if prematurely withdraw from my course and return home, the prepaid portion may be refunded by the health Cover Provider (not Albright Institute) upon request;
7. I am responsible for paying tuition fees for the course/s as well as visa and living costs (such as the cost of transportation, accommodation, books, equipment and OSHC, and fees for any school aged dependents who accompany me to Australia);
8. I understand that during the student enrolment the balance of the fees is to be paid on an instalment payment plan outlined in the Student Acceptance Agreement.
9. I understand that I am required to set up a Direct Debit which is a regular automatic payment set up on Albright Institute's Commonwealth Bank Account (which is mentioned on the Letter of Offer) using their BSB and Account Number.
10. The student is required to set up a Direct Debit which is a regular automatic payment set up on Albright Institute's Commonwealth Bank Account (which is mentioned on the Letter of Offer) using their BSB and Account Number.
11. I can know more about Direct Debit by referring to the information <https://www.commbank.com.au/banking/direct-debits.html>
12. I understand that in case I DO NOT have Australian bank account, or automatic payments cannot be set up on student's bank account due to any reason, payments could be processed using a valid credit card, the details of which should also be provided to Albright Institute in such cases.
13. I understand that Albright Institute will charge the due payment to the credit card in case the direct debit fails.
14. I understand that if I am enrolling for the packaged programs then I am required to pay the first instalment of the second and subsequent course before the commencement date of the second and subsequent course.
15. I understand that I have to attend the scheduled course progress meetings as and when Albright Institute arranges it;
16. I understand that if I am enrolled for ELICOS course then I have to maintain minimum 80% attendance and if I am enrolled for a VET course then I have to maintain more than 70% of attendance in every term;
17. I understand that I am required to pay the course fee on acceptance of the Letter of Offer. As permitted by the ESOS Act, I may also elect to pay more than 50% of the course fee prior to the course commencement but I am not required to do so;
18. I understand that Plagiarism, cheating and collating is strictly for forbidden at Albright. If the student is caught doing these offences, Albright will take the necessary actions as per the Albright policy;
19. I am aware about the about Tuition Protection Service (TPS) which is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. [https://tps.gov.au/StaticContent/Get/Student Information](https://tps.gov.au/StaticContent/Get/StudentInformation).
20. I have read all Albright Institute rules and regulations provided in the Student Handbook on Albright Institute website albrightinstitute.edu.au/promotional/materials/
21. I agree to abide by Albright Institute rules and regulations and any amendments made to the rules and regulations, during the period of my enrolment at Albright Institute;

---- Continued on the next page (please sign on both the pages) ----

This Enrolment Acceptance Agreement must be signed and returned to Albright Institute, with deposit, as an indication that you accept the offer of enrolment and the terms and conditions imposed when studying at the Albright Institute.

I acknowledge having received, read and confirm that I understand and agree to the above terms and conditions. (Guardian to sign on behalf of the student when the student is under the age of 18 years).

Signature:		Date:	
Guardian's Signature:		Date:	

STUDENT ENROLMENT ACCEPTANCE DECLARATION

22. I have read and understood the statement regarding Statements of Attainment;
23. I understand that I need to attend scheduled 20 hours of training and assessment timetabled for my course;
24. I understand the course progress and intervention strategy policy and procedure available on the Albright website;
<https://albrightinstitute.edu.au/forms-and-policies/>
25. I have read and understood and agree to abide by the statement regarding academic honesty;
26. I understand that I must show English language competency as per the requirement of the course, before commencing my vocational course;
27. I understand that if I enrol in packaged courses, i.e. enrolling in certificates courses leading to diploma or advanced diploma courses, I MUST fully complete each preceding qualification before I can progress to the next one;
28. I have read and understood the statement regarding cancellation, suspension or deferment;
29. I agree to observe Department of Home Affairs student visa requirements;
30. I agree to pay all fees required on or by the due date as notified in writing in the letter of offer and Student course Acceptance agreement by Albright Institute;
31. I understand that I need to honor the Fee Payment Plan mentioned in the student course Acceptance agreement;
32. If I fail to honor the payment plan then I will be liable to pay overdue tuition fee changes and eventually if my case is forwarded to the debt collection then I will be liable to pay their cost recovery charges too;
33. I understand that refunds will only be granted in accordance with the refund policy; available on the website
<https://albrightinstitute.edu.au/forms-and-policies/>
34. I understand that Albright Institute reserves the right to cancel any course prior to the commencement date of the course should it be deemed necessary and, in that event, shall refund payments as outlined in the Refund Policy;
35. I understand that if my contact details change while studying with Albright Institute, I must advise Albright Institute of these changes immediately. These details include but are not limited to details such as address and contact phone details within 7 days;
36. I understand that I am responsible for keeping a copy of this written agreement supplied by Albright Institute, and receipts of any payments of tuition fees or non-tuition fees;
37. I understand failure to commence the course on scheduled commencement date without contacting Albright Institute, will result in my enrolment being cancelled and the Department of Home Affairs notified accordingly;
38. I acknowledge that I have read the ESOS framework available for international students on AEI website
<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>
39. I understand that my personal information may be disclosed by Albright Institute to the Commonwealth including the Tuition Protection Service (TPS), or state or territory agencies, in accordance with the Privacy Act 1988.
40. I understand that I have access to the Albright Institutes' internal complaints and appeals process and Albright has provided the external complaints and appeals contact details in accordance with Standard 10 (Complaints and Appeals) of NCP 2018.

----- Continued from the previous page of Student Enrolment Acceptance Declaration (please sign on both the pages) -----

This Enrolment Acceptance Agreement must be signed and returned to Albright Institute, with deposit, as an indication that you accept the offer of enrolment and the terms and conditions imposed when studying at the Albright Institute.

I acknowledge having received, read and confirm that I understand and agree to the above terms and conditions. (Guardian to sign on behalf of the student when the student is under the age of 18 years).

Signature:		Date:	
Guardian's Signature:		Date:	