



Purpose

The purpose of this policy is to ensure that the guidelines for enrolment (terms and conditions) are specified in one document. This document states the terms and conditions that is student is informed about at the time of enrolment into the course.

Induction/Orientation

Student are notified about their orientation day/enrolment day via email and/or mobile (SMS or phone call).

The orientation day is usually within one week prior to the start of the course or more commonly on the first day of the course.

Enrolment

On the day of the enrolment, the students confirm their enrolment by completing the enrolment form, Pre-training review, course specific LL&N and providing BIT with their USI.

The student shall pay BIT Fees as stated in the Student Written Agreement and BIT shall enrol the Student in the Course offered in the Letter of Offer (Standard 3.1 a, b – The National Code 2018).

There shall be no requirement for BIT to issue any qualification prior to the completion of the Course. A Statement of Attainment can be issued at the end of study period upon student request.

Where the student is enrolled in more than one course, then it is considered as combined package program.

2. Fees

The student acknowledges that:

a) The Fees shall be paid to BIT in the manner detailed in BIT Fee Payment Plan and shall be refunded only in accordance with the BIT Refund Policy (Standard 3.1 c – The National Code 2018). In the case where student does not make tuition fee payments as agreed upon in the Payment Plan, the student will inactively advise BIT that they will not be continuing their studies. BIT reserves the right to report via PRISMS the termination of studies.

b) BIT may at its discretion postpone the commencement date, cancel or vary the Course. In the event of postponement or Cancellation, BIT will make a refund of Fees in accordance with the ESOS Act and the Student agrees that there shall be no entitlement to damage whatsoever.

c) In the event the student abandons the Course all Fees payable for the Course are due to BIT on demand as specified in the Student Refund Policy (this is at the discretion of the CEO).

d) The Student will pay in addition to the Fees any Government duty, charge or levy which may be imposed upon this contract.

e) Late payment of Fees will incur a penalty on the fee instalment owed to BIT as referred in the BIT Fees and Charges Policy. Late Fees paid by credit card will incur a further charge as referred in the BIT



Fees and Charges Policy.

- f) BIT may restrict or withhold services or materials from the Student if Fees are overdue.
- g) All requirements outlined in the BIT Fees and Charges Policy must be read and understood by the student.

3. Suspension and Cancellation

- a) Students may suspend or cancel their Course once in accordance with BIT Student Deferment, Suspension and Cancellation Policy
- b) Upon Suspension and/or Cancellation of the Course the Fees scheduled in “Fees and Charges” remain due on the scheduled dates.

4. Credit Transfer / Recognition of Prior Learning

The Student acknowledges that the application process for Credit Transfer or Recognition of Prior Learning has been explained & accepts the amount of credit/recognition of prior learning granted and that the Student has read and understood the information detailed in the BIT Credit Transfer / Recognition of Prior Learning Policy. The Student also acknowledges that BIT adheres to obligations to recognize AQF Qualifications and Statements of Attainment issued by other RTO's as per Obligations to Recognize AQF Qualifications Policy.

5. Pre training Information

The student acknowledges, having viewed, read and understood prior to commencement of training the following. The student does this by signing the induction checklist.

- The course content and duration, qualification offered if applicable, modes of study and assessment methods.
- RPL and credit transfer
- Student and BIT expectations
- Meeting the specified entry requirements (refer to P23 Entry requirements policy)
- Grounds on which a student refund is issued.
- That Australian law requires student visa holders to inform BIT of any changes of address within 7 days and other changes thereafter (Standard 3.1 e – The National Code 2018).
- That students personal and contact details, course enrolment details and any changes or breaches to student visa may be made available to Commonwealth State agencies and the Fund Manager of the ESOS Assurance Fund pursuant to obligations under the ESOS Act 2000 and the National Code (Standard 3.1 d)
- BIT policies and procedures including but not limited to Complaints and Appeals policy, Fees and Charges Policy, Academic Course Progress Policy.



6. Disciplinary Procedures

All Students enrolled in programs or using the services of BIT are required to maintain appropriate standards of conduct at all times. Where behaviour is deemed to be improper or inappropriate as outlined in the BIT Code of Student Behaviour Policy, BIT will take the appropriate action.

7. Liability

BIT shall not be liable for any personal injury to or death of the Student or loss of or damage to any property of the Student arising out of or in any way connected with the enrolment in and the completion of the Course or the Student's accommodation arrangement whether or not by reason of any wilful or negligent act or omission or breach of contract by BIT, its officers, representatives, employees or agents

8. Binding Agreement

BIT and the Student agree to be bound by the provisions of the Acceptance of Letter of Offer and this Enrolment Agreement which shall bind BIT and the Student upon signing by the Student and the receipt by BIT of the Fees and shall continue to enforce until the completion of the Course as determined by BIT.

9. Governing Law and Jurisdiction

This Enrolment Agreement is governed by and is to be construed in accordance with the laws of the State in which the student is enrolled (Victoria). BIT and the student irrevocably and unconditionally submit to the non-exclusive jurisdiction of the Courts of that State and Courts entitled to hear appeals from those Courts.

This does not remove the right to take further action under Australia's Consumer Protection Laws.