

Student Enrolment Terms & Conditions

1. The following terms and conditions represent the agreement between you and EIM Training Pty Ltd for the provision of your course.
2. By signing this Program Application Form you accept this Agreement. The date you sign this Program Application Form is the Agreement Date.
3. By accepting this Agreement you:
 - a. Agree to comply with EIMT Student Policies and Procedures as outlined in the Student Handbook.
 - b. Confirm that you fulfil all entry requirements for the course in which you are applying for.
 - c. Agree to pay all required fees associated with your course plus GST, if applicable.
 - d. Acknowledge and accept the Schedule of Administrative Fees and the Schedule of fees as published on the EIMT website (www.eim.edu.au).
4. Upon receipt of the course fee, EIMT agrees to:
 - a. Process your application for the relevant course.
 - b. Allocate you to trainers who will provide training and assessment support throughout the course.
 - c. Supply you with initial course material and resources for your course.
 - d. Provide access to learning and administrative support.
 - e. Grade your assessments.
5. EIMT will provide you with course materials for subsequent units of competency for your course as you successfully complete your assessments.
6. On successful completion of all assessments and the full payment of the course fee, EIMT will issue you appropriate certification for your course within 30 days of your trainer and assessor marking your last assessment competent. EIMT reserves the right to withhold the issuance of the certification until such time when all course fees are paid in full.
7. EIMT may make changes to your course, course materials and the EIMT Student Policies and Procedures as reasonably required in accordance to ASQA and the Standards for Registered Training Organisations (RTOs) 2015. EIMT may also make reasonable changes to the Schedule of Administrative Fees and Schedule of Fees.

8. To pay off your course fees you must:
 - a. Complete the Credit Card Authorisation Form or;
 - b. Complete the Direct Debit Request form released to you in your student portal.
 - c. Pay all such instalments on or before the due date.
9. If you fail to pay up to 3 instalments by the due date, the total outstanding balance of the course fee will become immediately due and payable and you may also be required to pay any applicable administrative fees outlined in the Schedule of Fees.
10. If you fail to pay any part of the course fee by the due date, EIMT reserves the right to withhold processing of your enrolment application and subsequent course commencement.
11. EIMT reserves the right to all the content of the course materials, including copyright and all other such intellectual property rights contained therein remain the property of EIMT or a nominated third party. You may not reproduce any part of the course materials without the prior written consent of EIMT.
12. The maximum duration of your course is specified in section H of the application form, course brochure & on the training plan. In the event that you do not complete the course by the expected completion date, your enrolment will expire. If you wish to extend your course beyond the expected completion date, you must:
 - a. Have paid all course fees.
 - b. Submit a Request for Extension form prior to the expiry date.
 - c. Pay any additional fees as outlined in the Schedule of Administrative Fees.

A maximum extension of three (3) months will be granted. Please note extensions are subject to availability and EIMT retains the right to refuse an extension at its absolute discretion.
13. If you wish to terminate your studies before the completion of your course, you must notify EIMT in writing by submitting a Cancellation Form. Refer to the Payment and Refunds Policy regarding refunds.
14. If you fail to notify EIMT of your Cancellation Request within one (1) months of the commencement date, you will be liable to pay the course fee to EIMT in full.
15. In the event that you need to defer your course for a period of time, you will need to submit a Deferral Request form. Your course can only be deferred for a maximum period of three months, thereby extending the maximum duration of your course. No refund of Course Fees will apply and you will still be liable for all payments due under this Agreement.

16. If you wish to transfer to another course offered by EIMT:

- a. You will need to submit a Course Transfer Request Form within three months of the commencement of your course.
- b. EIMT reserves the right to refuse a Course Transfer Request. If your Course Transfer Request is successful you will be required to pay a Transfer Fee as outlined in the Schedule of Administrative Fees.
- c. Only one course transfer is permitted per enrolment.
- d. Please note that Course Fees will not be refunded as a result of a course transfer.

17. If your course contains a mandatory work placement:

- a. You are encouraged to find your own work placement, however EIMT will assist with this process if needed. EIMT will assess the suitability of any workplace you have identified and will secure the vocational placement agreement.
- b. EIMT will make reasonable efforts to organise for assessment to be conducted in your approved workplace.
- c. Your allocated trainer must be notified ten days in advance if you are unable to attend your workplace on the agreed date of training and/or assessment. Failure to attend or cancellation within 10 days may result in an administrative fee as outlined in the Schedule of Administrative Fees; and
- d. You must complete all mandatory work placement assessments within the duration of your course.

18. If you are under 18 years of age, your parent or guardian must sign this Agreement.