

## 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. Confirm that you fulfil all entry requirements for the User Choice Program.
  - d. Agree to pay the co-contribution fee in line with the Schedule of User Choice Fees and Charges.
  - e. Acknowledge and accept the Schedule of Administrative Fees as published on the EIMT website ([www.eim.edu.au](http://www.eim.edu.au)).
4. Upon payment of the co-contribution 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 co-contribution fee, EIMT will issue you appropriate certification for your course within 30 days of your trainer and assessor marking your last assessment competent, completion agreement and final training plan being signed and returned.
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.

8. To pay the co-contribution fee 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 fees on or before the due date.
9. 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.
10. The maximum duration of your course is specified as per your User Choice training contract. In the event that you do not complete the course by the nominal completion date, your enrolment will expire. If you wish to extend your course beyond the expected completion date, you must:
  - a. Have paid the co-contribution fee in full.
  - b. Submit an "Extension of Nominal term of Registered Training Contract" form prior to the expiry date.
11. If you wish to terminate your studies before the completion of your course, you must notify EIMT in writing by submitting a "Cancellation a Registered Training Contract" form.
  - a. By all parties.
  - b. By one party.

Refer to the Payment and Refunds Policy regarding refunds.

12. If you fail to notify EIMT of your Cancellation Request before the course commencement date, you will be liable to pay all course fees to EIMT in full.
13. In the event that you need to suspend your course for a period of time, you will need to submit a "Suspension of a Registered Contract" form. No refund of Course Fees will apply and you will still be liable for all payments due under this Agreement.
14. If you are under 18 years of age, your parent or guardian must sign this Agreement.