

Student Enrolment Terms & Conditions

Fee For Service

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 the Program Application Form you accept the agreement. The date you sign the 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).
 - e. If it has been found that you have previously received funding, payment in full will be required.
4. Upon receipt of the course enrolment 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/units.
5. EIMT will provide you with course materials for subsequent units of competency for your course as you successfully complete your units.
6. On successful completion of all units of competency 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 unit 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 pay all agreed instalments on or before the due date.
9. If a student defaults an agreed payment plan instalment, they will then become immediately liable for the full qualification rate as published on EIM Training's website.
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 J of the application form, course brochure & on the confirmation of enrolment correspondence. 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 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.
17. If you are under 18 years of age, your parent or guardian must sign the agreement.