

### **APPLIES ONLY TO DISTANCE LEARNING STUDENTS**

**ENROLMENT CONDITIONS** - It is important to understand that you have 2 years from your formal date of enrolment to complete all course units and submit them for grading. To maintain academic progress the requirement is one unit every 2 months. Failure to maintain academic progress can result in your enrolment being cancelled. During this period distance learning students have the option of purchasing and completing the course in full or by individual course units. Students can request for a 2 week course extensions in writing. This must be received by the course assessor prior to the 2 year expiry date.

**TRANSFER** - You cannot transfer your enrolment to another person. Students can transfer their current course enrolment fees to an alternate course delivered by Study Solutions Australia.

**INDIVIDUAL UNITS PURCHASED REFUND POLICY** - There are no refunds for units purchased individually.

**FULL COURSE ENROLMENT REFUND POLICY** - Once a student has commenced their distance learning course and has received their learning materials or their e-Learning login details there will be no refund of fees paid. At the discretion of the Chief Executive Officer the student may be offered the opportunity of completing the course at the next available opportunity.

### **APPLIES ONLY TO CLASSROOM BASED STUDENTS**

**APPLICATION FEE REFUND POLICY** - The course application fee is non refundable in the event of a student withdrawing from a course. In the event that the College withdraws a course the application fee will be refunded in full within 14 days of notification.

**REFUND OF FEES CLASSROOM COURSES** - All applications for refunds must be **made in writing** to the Chief Executive Officer stating the reason for the request for refund.

Withdraw 4 weeks prior to course commencement: Where an applicant has paid the fees for a course and wishes to cancel 4 weeks prior to course commencement, a full refund of the fees will be made. There are no refunds of course applications fees.

Withdraw less than 4 weeks prior to course commencement: If the applicant wishes to cancel the course less than 4 weeks prior to the course commencement date the student will be refunded the tuition fees paid less an administration charge of \$200. There will be no refund of the course application fee.

Withdraw after course commencement date: Where a student withdraws from his or her course after the course commencement date there will be no refunds. At the discretion of the Chief Executive Officer the student may be offered the opportunity of completing the course at the next available opportunity.

Where a course is cancelled by Study Solutions Australia, and alternative courses do not suit the applicant, a full refund of all fees will be made within fourteen (14) days of receipt of an application for refund.

**ENROLMENT CONDITIONS** - A mid-term course evaluation will be conducted for each student to determine the progress of the student. This will include:

- 1 – Successful completion of the vocational placement assessment by the trainer.
- 2 – Submission of all assignments on time.
- 3 – Successful standard of completion on all assignment work.

A failure to comply with these standards will result in a revision of the student's enrolment status and potential termination of their course enrolment.



**APPLIES TO BOTH CLASSROOM AND DISTANCE LEARNING STUDENTS**

**CANCELLATION OF A COURSE**- Where a course is cancelled by Study Solutions Australia and alternative courses do not suit the applicant, a full refund of all fees will be made within fourteen (14) days of receipt of an application for refund.

**EXTENUATING CIRCUMSTANCES** - Study Solutions Australia may provide a full or partial refund of fees in exceptional circumstances through illness or injury preventing the student from completing the course within fourteen (14) days of receipt of application for refund. All applications for refunds must be **made in writing** to the Chief Executive Officer of Study Solutions Australia stating the reason for the refund request with supporting documentation.

**STUDENT DECLARATION (Please read carefully before signing)**

**RELEASE** - By signing this form I agree to releasing and forever discharging the Australian College of Early Childhood Education, Study Solutions Australia, Australia Preschool Services Australia (trading as Smarter Kids Kindergartens, its owners, employees, servants, agents, successors and permitted assigns from all duties, actions, suits, causes of action, proceedings, liabilities, claims and demand of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the Student's participation in the College and associated businesses. The Student understands that this Release discharges the College and Preschool Services Australia (trading as Smarter Kids Kindergartens) from any liability or claim that the Student may have against the College and Preschool Services Australia (trading as Smarter Kids Kindergartens) with respect to any bodily injury, personal injury, illness, death, or property damage that may arise from the Student's participation in its courses, whether caused by the Child Care Centre (Kindergarten), the College or their employees; servants, agents, successors and permitted assigns. The Student expressly agrees that this release is intended to be as broad and inclusive as permitted by the laws of Queensland and that this Release shall be governed by and interpreted by the laws of Queensland, and the Student agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

**ACKNOWLEDGEMENT** - I have read and understand the enrolment, transfer and refund policies and do hereby certify that this form has been completed by me personally and I am over 18 years of age. The enrolment information provided is correct and I agree to abide by Study Solutions Australia's policies and procedures. I acknowledge that the resources made available for my use will be used only in accordance with the principles of proper use and in compliance with tStudy Solutions Australia operating standards as detailed in the student handbook. The domestic student handbook is available for download at [www.studysolutions.qld.edu.au](http://www.studysolutions.qld.edu.au) .