

# TERMS AND CONDITIONS OF ENROLMENT

## 1. PAYMENT OF FEES

For the purposes of payment of fees GCA comprises all UBSS colleges.

All payments are to be made to GCA Management Services Pty Ltd ("GCAMS") on behalf of GCA.

The Full Recommended Retail Price of Tuition fees can be varied at any time and Special Promotional Offers can be introduced at any time, at the discretion of GCA. Notification will conform to fee publication dates as required by HESA, for Higher Education courses. The "Current Sold Price" or any other "Promotional Price" can be varied at any time.

Payment of fees in advance secures the student a place in the chosen course/s and fixes the price of the course/s for the period of time for which the student has prepaid. Students are able to pay any amount of tuition fees in advance. Tuition fees can be varied at any time and prepayment allows the student protection from any tuition price rises during the period for which they have prepaid.

Prepaid monies are allocated to resourcing the course delivery for at least the period anticipated by the students enrolment and prepaid period. GCA has the expectation that a student will commence and continue a course, and plans and engages staff accordingly.

The Department of Home Affairs ("DHA") considers evidence of the payment of tuition fees, CoE Fees (if applicable) and charges and appropriate overseas student health cover in assessing and issuing a student visa. These payments need to be made to GCAMS prior to commencement of study.

## HOW TO PAY

### PAYMENT OPTIONS

All fees can be paid by BPAY (preferred), Bank Transfer, PayPal, PayPal Credit Card and Credit Card (MasterCard & Visa only). Please also attach a copy of the payment method to your CoE acceptance

### PAYMENT DETAILS

Your payment must:

- be in Australian Dollars
- be made payable to GROUP COLLEGES AUSTRALIA PTY LTD
  - Commonwealth Bank Account BSB 062-016
  - Account number: 11796213
- you must include your Student number (Identification number)
- include your Full name (family name and given name)

On any funds transferred to GCA it is necessary to indicate:

Purpose of Transfer: **STUDENT NUMBER** followed by **STUDENT NAME** to ensure your payment is allocated correctly.

## 2. OVERSEAS STUDENT HEALTH COVER (OSHC)

OSHC is insurance required by Federal Government regulations for all international students undertaking formal studies as well as their dependents (for example, spouses and children under 18 years old). Importantly, OSHC is a condition of the visa and to assist in meeting the costs of medical and hospital care that may be needed while in Australia. Please refer to the OSCH factsheet for further information <http://www.gca.edu.au/offerletter.aspx?linkid=OSHC>

OSHC premiums are normally adjusted annually beginning in January of any year as per the terms and conditions of our preferred provider policy. Access to this policy is available from [www.medibank.com.au](http://www.medibank.com.au)

We advise that should there be any increases in Medibank costs following your enrolment and prior to your registration then these additional costs are to be paid separately by the student. This will ensure that you have complete coverage for the duration of your visa.

## 3. ANCILLARY FEES/ NON-TUITION FEES

The following fees may be charged to students on the basis of use or disincentive (fine or penalty) and are not generally refundable:

Item	Fee (\$AUD)
Enrolment Fee (International Students)	\$200.00
Deferral Fee	\$100.00
Course Extension Fee	\$100.00
Supplementary Exam Fee (per subject)	\$250.00
Student Card Replacement	\$20.00
Replacement: UBSS Testamur – collected from GCA	\$30.00
Replacement: UBSS Testamur – local mail	\$40.00
Replacement: UBSS Testamur – international mail	\$50.00
Replacement: UBSS AHEGS Statement – collected from GCA	\$30.00
Replacement: UBSS AHEGS Statement – local mail	\$40.00
Replacement: UBSS AHEGS Statement – international mail	\$50.00
Late Payment of Tuition Fees Fine: UBSS (post census date)	\$250.00
Replacement Commonwealth Assistance Notice (CAN) (UBSS Fee-Help Students)	\$20.00
Academic Dress Hire (for attendance at UBSS graduation ceremonies (non-refundable for non-attendance))	\$100.00
Confirmation of Enrolment (CoE) Fee	See below

### Confirmation Of Enrolment (CoE) Fee

1. All International enrolments attract an initial CoE fee.
2. Changes to the enrolment will incur a CoE processing fee under the following circumstances;
  - deferment requests
  - course extension requests
  - re-enrolment after non-commencement of studies
  - re-enrolment after a student discontinued for:
    - a. non-payment of fees
    - b. unsatisfactory academic progress
    - c. academic or general misconduct.

3. Students who are granted exemptions are not charged a CoE processing fee.

CoE Fee:

- The CoE fee is based on the duration of the CoE. As a guide:
  - If course duration is 2 years then \$65.00
  - If course duration is 3 years then \$97.50

All Fees can be paid by: All fees can be paid by BPAY (preferred), Bank Transfer, PayPal, PayPal Credit Card and Credit Card (MasterCard & Visa only) (in keeping with best industry practices no cash payments will be accepted). For full details please refer to the web site below <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

### What is a CoE Fee?

The Student's CoE Fee consists of two (2) components mainly:

1. All Providers registered on the Commonwealth Register of Institutions and Courses (CRICOS) are required, under Section 23 of the Education and Services for Overseas Students Act 2000 (the ESOS Act) and Section 8 of the Education Services for Overseas Students (Registration Charges) Act 1997, to pay an Annual Registration Charge (ARC). The ARC comprises a base fee, a fee for each course registered on CRICOS plus a student enrolment component. This is calculated on the total number of enrolments of overseas students on student visas in each course provided.

2. Administrative and processing costs of maintaining the accuracy and completeness of the Commonwealth Government's Provider Registration and International Students Management System (PRISMS).

All prices are quoted in Australian Dollars (\$AUD) and are inclusive of GST where applicable. Course availability is subject to minimum numbers. The enrolment fee is non-refundable. Please see GCA Refund Policy for full details.

## 4. REFUND POLICY

### OVERSEAS STUDENT DEFAULT

#### Student cancellation prior to commencement of any course

- a. Notification of cancellation or withdrawal from a course and the request for refund must be made formally in writing or through MyGCA.
- b. The Administration fee (Enrolment fee) and Government fees and charges (CoE fee) are non-refundable in any circumstances including if a visa is rejected.
- c. Refunds related to Overseas Student Health Cover fees (OSHC) will be made by GCA if funds have not been transferred across to the OSHC provider, in which case the application for refund needs to be made by the student directly to the OSHC provider.
- d. Cancellation fees apply even if a course is not commenced. Cancellation fees retained by Group Colleges Australia are:

Notice Period given by, or on behalf of student	Refund (% of Tuition)	Cancellation fee (% of Tuition)	Total
71 days or more, prior to course commencement	90%	10%	100%
28-70 days prior to course commencement	70%	30%	100%
28 days or less prior to course commencement	0%	100%	100%

- e. The approved refund will comprise Tuition fees paid in accordance with the cancellation fees structure outlined above, less the non-refundable Administration fees and any other associated government fees and charges, and may include any bought materials, or prearranged accommodation or domestic services.
- f. Group Colleges Australia will give individual consideration to reasons specified under "Special Circumstances" including Visa Rejection, Inability to secure Release letter from Principal provider.
- g. Group Colleges Australia will provide the student with a statement detailing how the amount of the refund has been calculated. Refunds will be made in Australian currency and will be refunded to the designated account. Group Colleges Australia approved refund monies will be paid within 4 weeks of receiving the application for refund.
- h. Fees are not transferable to another student or another institution.
- i. Group Colleges Australia policy and the availability of complaints and appeals processes do not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies. Group Colleges Australia's dispute resolution processes do not circumscribe the student's rights to pursue other legal remedies.

### **Cancellation after commencement of any course**

Failure of a student to commence a course with less than 28 days' notice will result in no refund.

No fees will be refunded after the commencement of any one of the courses in which the student has enrolled at Group Colleges Australia, even if the student has prepaid the entire course.

A student will not be entitled to any refund of tuition fees in the case of student default. The student will be held liable for any unpaid fees as a result of the withdrawal.

Students withdrawing prior to completion of their course may seek a refund of the unused portion of their fees from their Overseas Health Cover (OSHC) provider.

This policy applies regardless of the reason for the cancellation and includes, but is not limited to, the following:

- **No refund** of fees will be granted in the event of cancellation, withdrawal or a decision to change providers or study plans, after the commencement of any one course or subsequent course in which the student has enrolled at GCA;
- **No refund** will be given to any student who breaches a condition of their visa conditions or fails to meet course requirements;
- **No refund** will be given to any student who is suspended and or expelled for breaching GCA rules and or the College's Code of Conduct;
- Fees are **not transferable** to another student or another institution.

Group Colleges Australia will give individual consideration to reasons specified under 'Special Circumstances'.

### **Visa rejection**

If a student visa is rejected by DHA (Department of Home Affairs) the student must notify Group Colleges Australia as soon as possible and preferably within **60 days** of the notification date of the visa rejection. Any request for refund must be submitted with supporting documentation.

The Administration fees (enrolment fee) and any other associated government fees and charges are **not refundable** if a visa is rejected. Unused paid tuition fees will be refunded upon proof of visa rejection.

A refund of paid and unused Overseas Student Health Cover (OSHC) may be sought from Group Colleges Australia in cases of visa rejection or where cancellation of a course is made prior to the granting of a visa.

## **Other Conditions**

### **(i) Deferred Courses**

Deferred courses are not eligible for refund unless the student received a visa rejection.

### **(ii) Provisional Offers**

Students who enrol by paying only 1 or 2 subjects fees are enrolled in a Provisional Offer and the fees paid are considered a deposit. Students enrolled under a Provisional Offer are not eligible to apply for a refund, unless the students received a visa rejection. To enrol under a Full Offer, students need to pay full trimester fees (a minimum of 3 subjects fees).

### **(iii) Timeframe for refund claims**

Any request for refund must be made within six (6) months of any formal advice of visa rejection or any other special circumstances. There is no entitlement to a refund should a claim not be submitted within this designated six (6) month period.

## **PROVIDER DEFAULT**

In the unlikely event that Group Colleges Australia is unable to deliver the agreed course in full, the student will be offered a refund of the unused portion of the prepaid tuition fees. The refund will be paid within 14 days of the day on which the course ceased being provided.

Alternatively, the student may be offered enrolment in an alternative course by Group Colleges Australia at no extra cost. The student has the right to choose a full refund of tuition fees, or to accept a place in another course. If a placement in another course is chosen the student will be asked to sign an offer letter indicating acceptance of the placement.

If Group Colleges Australia is unable to provide a refund, or place the student in an alternative course, then, under Division 3, the Tuition Protection Services, TPS Director will provide the student with options for suitable alternative courses (if any such courses are available). Group Colleges Australia will notify, in writing, the Secretary and the TPS Director of the default within 3 business days of the default occurring. Group Colleges Australia will also notify, in writing, the students to whom the default has affected.

Under Division 4 ESOS Tuition Protection Services and other measures) ACT 2012, payments can be made out of the Overseas Students Tuition Fund to refund international students, and to reimburse providers who provide international students with alternative courses, if Group Colleges Australia has failed to discharge its obligations. (This is called making a call on the OSTF.)

In accordance with the requirements of the National Code, Group Colleges Australia acknowledges the right of a student to involve independent third parties for the resolution of disputes, including the right to take action under Australia's consumer protection laws. Group College Australia's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

Provider default cases may include but are not limited to instances where the course or campus reaches maximum student capacity.

Note that due to COVID-19 all GCA classes are held online. If you wish to apply for a refund please request your education agent to submit a refund request through myGCA or alternatively, please email us on: [info@gca.edu.au](mailto:info@gca.edu.au)

**For complete GCA Refund Policy please visit: <https://www.ubss.edu.au/policies-and-procedures/>**

## 5. DEFERMENT, SUSPENSION OR CANCELLATION OF ENROLMENT

In accordance with the National Code 2018, GCA may defer, temporarily suspend or cancel the enrolment of a student on the grounds of:

- compassionate or compelling circumstances (for example, illness where a medical certificate states that the student is unable to attend classes);
- misbehaviour by the student or general misconduct. Examples of general misconduct are outlined in the GCA Deferring, Suspending or Cancelling Enrolment Policy (<https://www.ubss.edu.au/policies-and-procedures/>) and also include breaches of the GCA Code of Conduct listed below on Section 18.
- the student's failure to pay an amount he or she was required to pay the registered provider to undertake or continue the course as stated in the written agreement;
- a breach of course progress or attendance requirements by the overseas student, which occurs in accordance with Standard 8 (Overseas student visa requirements).

### ***Consequences of deferment, suspension or cancellation of enrolment***

- If the provider does defer, suspend or cancel the enrolment it may affect the student visa;
- The student has the right to access the College's internal complaints and appeals process within 20 working days that he/she has been suspended, expelled or received a notification of intention to cancel the student's enrolment;
- The student may be excluded from classes during this 20 day period or any further period of the appeals process.

Related Policies and Procedures:

- GCA Deferring, Suspending or Cancelling Enrolment Policy (<https://www.ubss.edu.au/policies-and-procedures/>)

## 6. COURSE ENTRY REQUIREMENTS

### **6.1 Undergraduate Courses**

Admission to all undergraduate courses offered by UBSS at AQF Level 7 (Bachelor degree), including the nested Associate Degree and Diploma awards, requires the completion of:

- The NSW High School Certificate (or equivalent) with an ATAR of 67.95 (no ATAR adjustments or bonus point are offered by UBSS);  
or
- Completion of an accredited Australian Vocational Education qualification recognised at AQF level 5 (Diploma) or above; or
- Completion of overseas university qualifications at the level of Bachelor degree or higher.
- International Baccalaureate

In addition, applicants whose first language is NOT English or who have not completed at least an AQF Level 5 qualification (e.g. a Diploma) in Australia, must prove adequate English language proficiency by obtaining a minimum of IELTS score of 6.0 or equivalent.

Students who complete Bachelor degree level qualifications at overseas institutions may be required to submit their qualifications for assessment in order to obtain a statement of equivalency.

### **6.2 Postgraduate Courses**

Admission to all postgraduate courses offered by UBSS at AQF Level 8 (Post graduate degree) and above, including the Masters of Business Administration (MBA) (AQF Level 9), nested Graduate Certificate in Business Administration (AQF Level 8) and Graduate Diploma in Business Administration (AQF Level 8) awards, and requires the completion of:

- Bachelor degree (AQF level 7) or post-graduate award in any discipline from a recognised tertiary institution.
- Completion of overseas university qualifications at the level of Bachelor degree (AQF 7) or higher.

In addition, applicants whose first language is NOT English or who have not completed at least an AQF Level 5 qualification (e.g. a Diploma) in Australia must prove adequate English language proficiency by obtaining a minimum of IELTS score of 6.0 (with both written and oral bands of no less than 6.0) or equivalent.

Students who complete Bachelor degree or higher degree level qualifications at overseas institutions may be required to submit their qualifications for assessment in order to obtain a statement of equivalency.

## PATHWAYS AND PACKAGE OFFERS

Students enrolled in Australian English language college in a package enrolment **will not automatically be granted entry** into UBSS at the end of their English Language course unless they have achieved the specified level of language proficiency for entry.

GCA accepts a student into their selected course of enrolment based on the student's application and supporting documents. GCA understands that the individual is a genuine student and has submitted a genuine enrolment and that all the information and supporting evidence supplied to support his/her enrolment application was true and genuine. Should it be found that the application was not true and genuine the individual may be withdrawn from his/her course of enrolment.

GCA reserves the right to refuse admission or cancel an enrolment based on student genuineness.

## 7. ESOS FRAMEWORK

Quality education and consumer protection for overseas students is promoted through the ESOS framework and includes the Education Services for Overseas (ESOS) Act 2000 and the National Code 2018.

Please refer to the following links regarding Australian regulations for Higher Education providers:

'ESOS Act, Regulations, National Code and Legislative Instruments':

<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

'ESOS Legislative Framework'

<https://internationaleducation.gov.au/regulatory-information/education-services-for-overseas-students-esos-legislative-framework/esos-regulations/pages/default.aspx>

'ESOS Framework Student Fact Sheet'

<https://isis3.isis-systems.com.au/link.aspx?linkid=EsosFrameworkFactSheet>

## 8. PRIVACY ACT

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

## 9. DISCLAIMER

Students agree to permit GCA to use photographs or videos taken of them or their work while engaged in GCA activities on or off GCA property for promotional purposes.

Students acknowledge they will not receive any monetary or other forms of remuneration and these materials will remain the property of Group Colleges Australia.

## 10. ELECTRONIC COMMUNICATION (EMAIL, MYGCA BULLETIN AND SMS)

GCA communicates with all students via the MyGCA system in the form of email, MyGCA Bulletins and SMS to mobile phone numbers provided at registration.

The student must understand and agree that written notices, including those regarding their attendance or course progress (visa requirements under National Code Standard 8 will be sent to them electronically via their student email account, MyGCA Bulletin system and/or by SMS.

## 11. NOTIFY CHANGE OF ADDRESS

Students while in Australia and enrolled in the course must notify the college of their contact details including their current residential address, mobile number (if any), email address (if any), who to contact in emergency situations and any changes to those details within 7 days of the change. (This is a mandatory requirement for Student Visa holders under Standard 3.5 of the National Code 2018)

## 12. HOURS OF STUDY

The Australian Government Department of Home Affairs (DHA) requires international students on student visas to attend 80% or more of their classes and study 20 hours per week.

For UBSS, a minimum of eight (8) subjects per year (over a minimum of two trimesters per year) is the minimum fulltime study load to be maintained by an international student.

UBSS students are required to subject select classes each term or trimester via the published timetable on MyGCA, after the individual student registration process has been completed. If the subjects selected are full, UBSS will attempt to open additional classes of the same subject at a different time, or offer alternate subjects based on the best subject availability.

## 13. MODES OF STUDY AND ASSESSMENT METHODS

As a student of GCA there are a number of subjects that must be completed in order to be awarded a qualification.

In monitoring this enrolment load, Group Colleges Australia will ensure that in each compulsory study period the student is studying at least one unit that is not by distance or online learning.

- The Dean will establish a formal timetable for each course.
- Each course offered may have a portion offered Online note due to COVID-19 all classes are held online.
- The portion of the course timetabled for online study will not exceed one third of each term's total hours. This requirement has been waived due to COVID-19.
- Assessments are conducted via our online learning platform 'Moodle' and may include the following methods:
  - Project work (individual and group based)
  - Role plays
  - Oral presentations
  - Journals
  - Class participation
  - Online assignments
  - Quizzes
  - Online case studies and reports
  - Group work
  - Examinations (online and written)



## 14. E-LIBRARIES

A Digital Library or E-Library is a set of documents available through electronic means by the use of digital technologies. In order to provide a superior access to books, journals and other types of documents to students, UBSS has procured access to E-Libraries for student use instead of physical libraries. E-Libraries are used around the world by the most prestigious educational institutions; they are user friendly, easily accessible, have no physical boundaries, 24/7 availability and information retrieval capabilities.

As an innovative and technology-driven Institution and one of the best business schools in Australia UBSS is proud to showcase and grant access to E-Libraries to all our student cohort. UBSS students have access to some of the best E-Libraries in the world, such as: [EBSCO](#) [HOST](#), [ProQuest](#), [Emerald](#), [Oxford Reference Online](#), [Informit](#), [Gale Cengage Learning](#), [Sage](#) and [JSTOR](#).



For more information on E-Libraries, please visit: <https://www.ubss.edu.au/e-libraries/>

## 15. COURSE CREDIT

UBSS offers credit transfer (course credit) for students who have completed previous study at an appropriate level that is awarded against the UBSS Credit Transfer Policy available on the UBSS website and in students' MyGCA accounts. It is the students responsibility to apply for Credit Transfer through their MyGCA account when they commence their course. Students who receive eight or more subject credits (equivalent to one year of fulltime study) at UBSS will have their CoE period reduced to two years if a three year CoE was issued at the time of admission.

Vocational education students who have completed a qualification or units, components or competencies of a qualification within the Australian Qualifications Framework may apply to have them recognised for credit.

Students need to upload certified copies of their transcripts and certificates from other Registered Training Organisations during the application process.

## 16. ACADEMIC PROGRESS AND ATTENDANCE

**Academic Progress** is mandatory for all students.

International students must undertake a full-time study load according to the ESOS National Code Guidelines, which at UBSS is: Students must complete 8 units per academic year (3 units in Trimester 1 and 2 and two units in the Trimester 3) (8 units x 3 year course = 24 units) as a strategy to ensure you finish within your CoE period.

UBSS international students should be aware that Academic Progress and maintaining a normal study load of 8 units per academic year is a requirement of your visa. The College is required to report you to the Department of Home Affairs if you fail to make academic progress, and can cancel your enrolment and CoE if you refuse to undertake a full-time study load, unless the Executive Dean has granted you permission to reduce your load due to compelling or compassionate circumstances or because you are undertaking an academic intervention strategy.

As a GCA student you acknowledge that:

- Your attendance cannot be recorded if you do not have your Student Card
- You must swipe your student card in the scanner at the beginning and at the end of every lesson in order to receive attendance
- If you forget to swipe your card your attendance will not be recorded

- You must not give your card to anyone else - especially for the purposes of attempting to gain attendance by fraud
- Attendance is recorded 15 minutes before and 15 minutes after the start of each lesson. If you are more than 15 mins late your attendance will be affected.

## 17. COMPLAINTS AND APPEALS

Current or prospective students in any accredited higher education course at UBSS have access to a procedure through which a complaint may be addressed. Each step in the procedure is free of charge. However any external agency, counsel or consultant engaged by the complainant may choose to charge the complainant a fee for their service.

Before any process is begun, the complainant should liaise with the staff member concerned within 10 working days of the occurrence and discuss/negotiate their concerns with a view to arriving at a mutually agreeable resolution. The staff member must communicate their decision to the complainant within 10 working days of the initial grievance. If the complainant does not wish to use the informal approach, or does use that approach but is not satisfied with either the outcome or the time taken to resolve the issue, they can proceed as follows:

**Official Complaint.** If not using the informal approach, the complainant can lodge an official complaint in writing within 10 working days of the grievance event. If the complainant has used the informal approach but is dissatisfied with the outcome, they can lodge an official complaint within 10 days of the staff member issuing their decision in the informal procedure. Details including their student ID number and documentation to support their claim should be included with the official complaint.

**Evaluation.** Within 10 working days, the Executive Dean or delegate must evaluate the official complaint, holding meetings with the complainant if necessary, and notify the complainant of the outcome in writing via their student online account.

**Appeal.** Students dissatisfied with the result of the evaluation may request that the matter be dealt with by an independent, external third party. Students may take their appeal to the Independent Tertiary Education Council Australia (ITECA). More information on this option is available at: <https://www.iteca.edu.au/>. International students can take their appeal to the Overseas Students Ombudsman (OSO). More information on this option is available at: [www.oso.gov.au](http://www.oso.gov.au).

UBSS must implement all recommendations arising out of the External Appeal within any timeframe specified. When a timeframe is not specified, recommendations are implemented within 10 working days of receipt of the External Appeal decision.

UBSS has complaints and appeals policies and procedures available for students. They indicate internal and external complaint and appeal mechanisms for academic and nonacademic matters, and are located on each student's MyGCA account and the respective College's website as Grievance and Appeals Policy, and for UBSS students, also as Grievance Policy (non-academic), for reference. Students can also contact Student Services department or email [info@gca.edu.au](mailto:info@gca.edu.au) for assistance.

## 18. COLLEGE CODE OF CONDUCT

### GCA CODE OF CONDUCT / THE STANDARD OF BEHAVIOUR

- All members of the College should respect themselves, other College members, associated community and the property of the College.
- Each member of the College is entitled to an equal opportunity to relevant resources for their work and learning.
- Students are expected to maintain a reasonable standard of conduct at all times. This includes time spent on campus and time spent off campus on college related activities such as sport or excursions.
- All members of the College are entitled to a safe learning and working environment free from racial discrimination, sexual harassment and occupational hazards.
- The College does not tolerate physical, verbal or emotional harassment from any member of the College community.
- Dangerous items, such as knives, flammable and corrosive substances and any other illegal weapons or substances are prohibited on College premises.

- Health laws prohibit smoking anywhere in public buildings.
- Health laws prohibit spitting in buildings and public places. Spitting is forbidden on campus.
- Alcohol and drugs are prohibited on campus. Students found with, or under the influence of any quantity of alcohol, drugs or any illegal substances on campus will be expelled.
- Students will be expelled if they engage in any criminal activity or behave in a manner which endangers the safety of any other student, community or a member of staff at the College.
- Students must act ethically and honestly at all times. Students found cheating during examinations or plagiarising assignments may be expelled.
- The College does not support a discipline policy that includes corporal punishment. At no time will a student be physically punished for breaking any aspect of the Code of Conduct.

***The College reserves the right to suspend or expel any student who in any way breaches the College Code of Conduct or any of the associated College rules.***

## **19. UNDER 18 AND GUARDIANSHIP**

Group Colleges Australia does not accept students under the age of 18 in any of its courses at the present time.

## **20. STUDENT UNDERTAKING DECLARATION AND AGREEMENT**

For the benefit of Group Colleges Australia:

- **I declare** that I am a genuine student enrolled and attending a course at Group Colleges Australia under student number 1522383.
- **I undertake** that whenever I attend and/or participate in a sporting/entertainment or cultural event which has been promoted/advertised/organised/supported and/or conducted by GCA and/or any of its member organisations, I will thoroughly acquaint myself and at all times abide by and comply with the laws/rules and recommended procedures that govern/apply to and/or by which that sporting/entertainment or cultural event takes place.

## **21. RELEASE FROM LIABILITY**

**I understand** the inherent dangers and risks of physical injury occurring in the course of sporting events and possible injury, harm or loss occurring when attending entertainment, cultural or other events, and **I hereby agree** to indemnify and hold harmless and to keep indemnified and held harmless GCA and its servants and agents from time to time, from any and all liability, claims for damages, loss or compensation both to me personally and/or any of my personal property, which I may suffer or incur as a result of, in the course of or arising from such sporting, entertainment, cultural or other event, or my attendance and/or participation in any such event.

## STUDENT DECLARATION FORM

- I understand that the final decision to accept my application will be made by the GCA.
- I confirm that the information I have given in this application is genuine. I understand giving false or misleading information may lead to termination of my admission offer and visa if at any time my information is found to be not genuine.
- I understand GCA collects my personal information to enable my request for obtaining information on study opportunities, for applying to study at GCA.
- I am aware that I must immediately advise GCA if I find that any information provided in this application is incorrect or if there is any change in my circumstances that is relevant to my application or to my visa or my dependents' visas including my ability to support myself and my dependents financially.
- I declare that neither I nor my dependents (if any) have been refused or are currently awaiting a decision on:
  - A migration visa for any country (including Australia)
  - Any other visa (including study visa) for any country (including Australia)
- I declare that neither I nor my dependents accompanying me (if any) have breached the conditions of any visa held at any time to enter Australia or any other country.
- I authorise GCA to contact any person, institution or organisation named in my application or supporting documents and authorise GCA and those persons, institutions and organisations to disclose any relevant information they may hold about me and my dependents (if any) for verification of my application and supporting documents.
- I confirm that:  
I have access to sufficient funds to support myself and my dependents (if any) for the total period of my visa. I acknowledge that I may be required to provide additional documentation to confirm my ability to meet all necessary expenses as referred to on <https://www.homeaffairs.gov.au/trav/stud/more/student-visa-living-costs-and-evidence-of-funds> ; OR
- understand that I am obliged on acceptance of a confirmation of enrolment (CoE) to comply with all terms, conditions and policies of GCA granting the CoE including in respect of:
  - any cancellation or amendment of any course or program;
  - refund of any course or program fees; and
  - transfer from the institution granting my CoE.
- I also understand that while in Australia, I am required to abide by all applicable laws and regulations including without limitation working restrictions, academic performance, satisfactory attendance and all other conditions of my student visa.
- I understand I will have reasonable access to my personal information held by GCA and will be able to request correction of any personal information that is incorrect or no longer accurate
- I am aware that I am responsible for keeping a copy of this written agreement (Offer and Acceptance of Enrolment), and receipts of my payments of tuition fees or non-tuition fees.
- I understand that due to COVID-19 my classes are online and this may be changed a later date.

I have read and understand each of the above statements and give my consent to the use of my personal information as set out above.