

## CONDITIONS OF ENROLMENT

ACS Distance Education operates a refund policy which is fair and equitable.

\*Notification of withdrawal from a course must be received in writing within 14 days of enrolment to qualify for a refund (less postage, handling and administration costs - minimum of \$100 per module, more if overseas).

\*Deferments and Extensions: You may apply to the office manager in writing for a deferment or extension.

\*Disclaimer: Every attempt is made to ensure that information from the school is accurate, and that the student has attained the competencies taught in a course, at the point of their assessment. Beyond this point, the graduate is responsible to maintain their acquired competencies, and apply acquired knowledge and skills in a way which is appropriate to the unique characteristics of each application. This releases the school and its staff from any liability, action and claims of whatever nature, whether directions given during the course are followed or not.

\*Courses, course notes and materials are not to be sold, loaned, copied, or used in any way outside of the pursuit of studying the course by the person who is enrolled in the course.

\*ACS newsletters are used to communicate important developments to ACS students. Therefore, it is a condition of enrolment that students are added to the newsletter mailing list.

### OVERSEAS FEE SCHEDULE – 2017/18

COURSE	Fee Code	HOURS	Payment Plans			Surcharge
			Plan A	Plan B	Plan C	
			(in Australian Dollars)			
Fee Level 1	S1	100	\$680	2 X \$370		+ \$100
Fee Level 2	S2	100	\$680	2 X \$370		+ \$100
Fee Level 3	S3	100	\$790	2 X \$430		+ \$100
Fee Level 4	S4	100	\$790	2 X \$430		+ \$100
Specialist Award	PA	500	\$1780	2 x \$980	3 X \$710	+ \$200
Certificate	CT	600-700	\$2980	2 X \$1570	4 X \$840	+ \$200
Advanced Certificate	AC	700-900	\$3870	2 X \$2090	3 X \$1510	+ \$300
Proficiency Award 1	FD	1000	\$4300	2 X \$2300	3 X \$1600	+ \$350
Proficiency Award 2	AS	1500	\$6670	2 X \$3610	3 X \$2570	+ \$400
Proficiency Award 3	DI	2100	\$8960	3 X \$3220	6 X \$1750	+ \$500
Proficiency Award 4	AD	2400	\$12030	3 X \$4320	6 X \$2330	+ \$600

**Online learning offers a 5% discount off the above fees**

**Please Select Learning Option:**

Online  E-Learning (USB)  Correspondence (Paper based notes)

**Examination Fees:**

\$50 per exam

**Overseas Surcharge (Correspondence):**

\$100 per Short Course (\$100 paid on enrolment)  
 \$200 per Certificate or Specialist Award (2 x \$100)  
 \$300 per Advanced Certificate (3 x \$100)  
 \$400 per Proficiency Award 2 (2 x \$200)  
 \$500 per Proficiency Award 3 (5 x \$100)  
 \$600 per Proficiency Award 4 (3 x \$200 or 6 x \$100)

**NB: Overseas students** - If paying under a payment plan, divide the surcharge by the number of payments and add this to each course part payment until the full overseas surcharge is paid. (**\$100 minimum payment**)



**OFFICE USE ONLY**

Date Received  
 Payment Received:  
 \$.....  
 Chq ( ) Bank Transfer ( ) M.O ( )  
 AMEX ( ) Credit Card ( ) Cash ( )  
 Auth No.....  
 Course Package by.....  
 Course Sent.....  
 On Computer file.....  
 On Card File.....  
 Billed .....

ACN: 006 249 476  
 ABN : 69 424 798 419

### ENROLMENT FORM (PLEASE PRINT)

Surname: ..... First Name: .....  
 Address: .....  
 State/ Region:..... Post Code: ..... Country: .....  
 Phone: ( ) ..... h/w .....  
 Fax: ( ) ..... E-mail: ..... D.O.B: .....  
 Occupation: ..... Sex: **M** or **F** (circle)  
 Employer: .....  
 Relevant Experience: .....  
 Previous Education: .....  
 Where did you first hear about ACS? .....

**I WISH TO ENROL IN THE FOLLOWING COURSE:**

..... Course Code: ..... Fee Code: .....

Overseas Surcharge: AUD\$..... **PAYMENT IN AUSTRALIAN DOLLARS**

**Payment enclosed/ authorised = AUD\$.....** (NB: Please include overseas surcharge).

I agree to complete payments for all stages received. Signed.....

For Payment by Credit Card: Please Debit my MasterCard/Visa/ AMEX (Delete which is not applicable.)

Name On Credit Card (please print): .....

Card Number: .....

Card Verification Number (3 digits on back of card): .....

Expiry Date: ..... / ..... **Signed:** .....

**SEND ENROLMENTS TO: ACS DISTANCE EDUCATION**

PO Box 2092, Nerang MDC, QLD, 4211 Fax: (+61) 7 5562 1099 or email [studentservices@acs.edu.au](mailto:studentservices@acs.edu.au)  
 To enrol online visit [www.acs.edu.au](http://www.acs.edu.au). For more information telephone (+61) 7 5562 1088