

Swinburne University of Technology

Australian Computer Society (ACS)

Professional Year in Computer Science

Offer Acceptance Form

Representative/agent stamp

(if applicable)



This acceptance, including the attached Fee and Refund Policy, together with your letter of offer, forms your written agreement with Swinburne University of Technology. Please retain a copy for your records and ensure that the original form has been signed and returned to Swinburne International. You cannot proceed further with your acceptance until you have signed and returned this form.

SECTION A: PERSONAL DETAILS

If previously enrolled at Swinburne University of Technology, please state ID number

PRINT YOUR NAME AS IT APPEARS IN YOUR PASSPORT. Please use BLOCK CAPITALS. All fields must be completed

Contact details

Title: _____ (Mrs, Miss, Ms, Mr etc) Gender: Female Male

Family name:
(As indicated in passport)

Given names:
(Leave spaces between names)

Date of birth: / /

Email address:

Telephone: _____ Mobile: _____

Postal address

Address:

Number/street

Suburb/city

Country

Postcode

Citizenship

Country of citizenship: _____ Country of birth: _____

Passport number: _____ 485 Visa number: _____

485 Visa expiry date: / / I have received a Bridging Visa A

Do you have disability? Yes No If yes, please provide details: _____

Note: this is for support purposes only and will not affect the outcome of your application.

SECTION B: PROGRAM ACCEPTANCE

Program	Campus	Intake	Year
Australian Computer Society (ACS) Professional Year in Computer Science	Prahran		

SECTION C: WORLDCARE EDUCOVER INSURANCE

Students holding a 485 Skilled Graduate Visa or Bridging Visa A are required to maintain health insurance for the duration of the entire program. You are not eligible for Overseas Student Health Cover (OSHC). Swinburne is able to arrange health insurance with Worldcare at your cost if you wish. If you do request insurance the premium amount will be paid to Worldcare as shown in your offer letter. Details of Worldcare’s Educover Insurance are attached for your reference.

Note: Your personal details will be submitted to Worldcare for the purposes of membership registration and updates on their services.

I wish to commence this Educover insurance cover Amount included A\$ _____

I do not wish to commence this Educover insurance cover. I have selected my own provider and have attached proof of insurance for the duration of the whole program.

SECTION D: SUMMARY OF PAYMENT

Enrolment Fee: A \$ _____

Program Fee: A \$ _____

Educover Insurance: A\$ _____

Total Fee Paid A \$ _____

Secured Online Payment

Preferred Option: Secured Online Payment – via credit card or international telegraphic transfer

Swinburne has partnered with Travelex to provide students with a fast and secure payment service.

Pay 24/7 is a web-based service which allows you to make your tuition payments as either an international telegraphic transfer (in your local currency, where available), or via VISA/Mastercard (with the option of paying in your local currency). Go here to proceed: www.pay24-7.com/SUT

Note 1: Swinburne only accepts telegraphic transfer through Travelex Pay 24/7.

Note 2: USE YOUR SAMS ID AS YOUR STUDENT ID WHEN USING THE TRAVELEX PAYMENT METHOD.

Note 3: You must provide a copy of the Travelex online receipt for Credit Card payment or the Bank Receipt (TT slip) for Telegraphic Transfer payment. Please ensure you attach a copy with your Offer Acceptance Form.

Bank draft/cheque

Other Option: Bank Cheque or Bank Draft in Australian Dollars for students accepting offer offshore or on-shore (in Australia)

I have enclosed a bank draft/cheque made payable to Swinburne University of Technology to the value of A\$

PAYMENT MUST BE MADE IN AUSTRALIAN DOLLARS. CHEQUES/DRAFTS MUST BE PAYABLE AT AN AUSTRALIAN BANK.

SECTION E: EMERGENCY CONTACT DETAILS

Please provide details of the person you wish to be contacted in case of an emergency:

Family name:

Given names:
(Leave spaces between names)

Address:

Number/street

Suburb/city

Country

Postcode

Telephone: _____ Facsimile: _____ Mobile: _____

Email address:

Relationship to you: _____ Language Spoken: _____

SECTION F: CONDITIONS OF ACCEPTANCE AND DECLARATION

- I acknowledge that I have read and understand the description of the program I am accepting on Swinburne's website.
- I acknowledge that I have read and understand the Fee and Refund Policy.
- I understand that the enrolment fee and program tuition fee does not include the cost of books, materials, field trips or living expenses, unless otherwise specified.
- I understand that the offer made by the University assumes that information I have supplied is true and correct and that any false information provided may lead to the termination of my enrolment at any time.
- I understand that the personal information I have provided may be released to government agencies as required by law. I authorise the University to disclose information relevant to my application and enrolment to third parties for the purpose of progressing my application and enrolment and administering my program. I also authorise the University to release information about me and my enrolment, including my photograph to the Australian Computer Society.
- I authorise the University to disclose information relevant to my application and enrolment to Worldcare for the purposes of arranging my Educover Insurance.
- I am not a permanent resident/citizen of Australia or a citizen of New Zealand.
- I acknowledge that I must arrive at the University in time to participate in the Australian Computer Society (ACS) Boot Camp and that if I do not do so, I will not be able to participate in the program.
- I confirm that my enrolment in the program is conditional upon me presenting the original or certified copies of my academic transcripts, testamurs and other documents including a copy of my passport photo page and a copy of my Bridging Visa A or 485 Skilled Graduate Visa.
- I agree to advise the University of any changes to my Australian address and/or telephone number within seven days.
- I understand that Swinburne University of Technology collects, uses and destroys my information in accordance with the University's Privacy Policy, available at www.swinburne.edu.au/privacy

Student signature: _____

D	D	/	M	M	/	Y	Y
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FEE AND REFUND POLICY

1. General

- 1.1 This policy applies to all students enrolled in the Professional Year Program (hereafter known as "the Program") offered by Swinburne University of Technology.
- 1.2 All fees are set and reviewed annually by Swinburne.
- 1.3 Unless otherwise stated, all other Swinburne general policies and procedures are applicable.

2. Definitions

- 2.1 The Enrolment Fee is a non-refundable \$250 fee payable for enrolment in the Program.
- 2.2 The Course Fee is the fee that is payable for undertaking all the units in the Program.

3. Payment of Fees

- 3.1 There is no application fee for admission into the Program.
- 3.2 Students are required to pay the Enrolment and Course Fee in full no later than the final date for accepting their offer into the Program.
- 3.3 Alternatively, students have the option of paying the Course Fee in four instalments. The first instalment and Enrolment Fee must be paid no later than the final date for accepting their offer into the Program. The remaining instalments must be paid by the due dates specified by Swinburne College.
- 3.4 Students who fail to make their first payment as specified in paragraphs 2.2 or 2.3 will have their offer of a place withdrawn without further notification.
- 3.5 Students who pay their fees by instalment and withdraw from the Program before completion will be liable to pay all remaining fees. The installment plan will be withdrawn, and the full amount will become due and payable.
- 3.6 Students who have difficulties in paying by the due dates are encouraged to contact Swinburne in writing to arrange, where possible, an alternative payment option.
- 3.7 Students who default on their installments will have the installment plan removed and the full fees, including all recovery costs, will become due and payable immediately.

4. Refunds

- 4.1 All students seeking a refund must complete and submit the Application for Refund Form, available from Swinburne International. Appropriate supporting documentation must be attached to the form.
- 4.2 In order for a refund to be payable, the funds must be available (e.g. cheques are cleared) and any debts to Swinburne must be paid in full or the outstanding amounts will be deducted from the refund.
- 4.3 Refunds will normally be made in a cheque in Australian dollars within four weeks of receipt of a written request from the student.
- 4.4 Swinburne reserves the right to retain the amount of any agent or success fee incurred by Swinburne in recruiting a student, in addition to any other amount Swinburne is entitled to retain under this policy.
- 4.5 Where a student's fees are paid by a sponsoring body or scholarship agency invoiced by Swinburne, any refund payable will be made to that body.
- 4.6 An administration fee of \$50 will apply if a refund has to be reissued on the basis of incorrect or incomplete information supplied by the student.
- 4.7 Swinburne reserves the right to retain the full fee paid where an offer was made on the basis of fraudulent documents.
- 4.8 A full refund of any pre-paid fees will be provided if an offer for the Program is withdrawn by Swinburne, or Swinburne is unable to provide the Program, or Swinburne is unable to continue to provide the Program after commencement but prior to completion.
- 4.9 A refund of 90% of the Course Fee will be provided if a student gives Swinburne at least four weeks written notice before the start of the Program of an inability to undertake the Program. Enrolment Fee is non-refundable.
- 4.10 A refund of 50% of the Course Fee will be provided if a student gives Swinburne at least two weeks written notice before the start of the Program of an inability to undertake the Program. Enrolment Fee is non-refundable.
- 4.11 No refund is payable if a student gives Swinburne less than two weeks' written notice before the start of the Program of an inability to undertake the Program, or if a student withdraws from the Program after commencement.
- 4.12 Students who fail or withdraw from any unit/element of the Program after commencement will have to repeat the unit/element at their own cost.
- 4.13 Exceptional circumstances may be accepted as grounds for a full or partial refund of any pre-paid Course Fee where a student would not otherwise be eligible for a refund, at the discretion of Swinburne International.

5. Grievance Handling

- 5.1 Any appeals regarding decisions relating to this refund policy should be lodged in writing with Swinburne International within 20 working days of the student receiving the original decision from Swinburne. Appeals must be in writing and addressed to the Associate Director, Compliance and Quality, Swinburne International.
- 5.2 A review of a student's appeal will normally commence within 10 working days of the written appeal being lodged.
- 5.3 The student will be given a written statement of the outcome of their appeal, including reasons for the outcome.
- 5.4 Any decision made on the appeal shall be considered within the University's policies, statutes and regulations. Where a student remains dissatisfied with a decision on appeal (whether under this policy or any university policy), the student may appeal to the Victorian Ombudsman.