

TERMS AND CONDITIONS OF ENROLMENT

These terms and conditions ("**Terms and Conditions**") apply to your application for enrolment in a subsidised course under the **Queensland Career Boost Program**.

By completing an online enrolment form ("**Enrolment Form**") with Equinim College Pty Ltd (ABN 87 616 194 766) T/As EQC Institute ("**EQC Institute**") and signing and submitting that Enrolment Form, you agree as follows.

References to "we" or "us" in these Terms and Conditions means EQC Institute. References to "you" or "your" refer to the person who is named as the applicant to become a student on the Enrolment Form.

Terms in relation to your application for a Queensland Government subsidised place

By completing, signing and submitting the Enrolment Form, you agree as follows.

- a) You have selected to enrol in a Queensland Government subsidised course.
- b) Your enrolment in your selected course is subject to you meeting eligibility criteria set by the Queensland Government.
- c) You have been made aware of the eligibility criteria via information published on our website, and you have read, understood and confirm that you comply with that criteria.
- d) If you are eligible, the Queensland Government shall subsidise your course fee under the Career Boost Program.
- e) You will be responsible for paying the Co-contribution Fee as detailed on the Qualification Fact Sheet for your selected qualification and/or on our website.
- f) Without limiting any other part of these Terms and Conditions, you acknowledge and confirm you are not currently enrolled in any other qualification whether funded or unfunded, and that the Career Boost Program is available for one training place in one qualification per person. You understand that if you are enrolled in another qualification, you are not eligible for enrolment under the Queensland Career Boost funded program and you must tell us before you submit your Enrolment Form.
- g) Your eligibility for subsidisation will be determined based on information you give us on your Enrolment Form and during your enrolment process. You:
 - i. Declare and warrant that:
 - a. all information and documentation you have provided and will provide in respect of or conjunction with your enrolment is accurate; and
 - b. if any of that information changes at any time prior to finalisation of your enrolment, or after enrolment and during your course, you will notify EQC Institute immediately without the need for prompt from us; and
 - ii. Acknowledge and agree that Student tuition fees given on the course or fees page of our website are indicative only and are subject to change given individual circumstances at enrolment. In addition to fees listed, additional fees may apply such as Student service and resource fees.

Eligibility acknowledgement and declaration: Queensland Career Boost Enrolment

By signing and submitting your Enrolment Form, you declare as follows:

I acknowledge and agree that my eligibility for a Queensland Government subsidised place in the Career Boost program will be annulled if I do not meet the criteria for that program in full and if this is discovered after enrolment, I may be required to pay the full course fees either to EQC Institute or the Queensland Government (covering the subsidised fee amount and any other amount as stated as required at the time by the Queensland Government, and subject to all applicable Queensland Government and EQC policies and procedures).

Terms and Conditions of Enrolment

By signing and submitting your Enrolment Form, you declare as follows:

- a) You agree to be bound by the terms and conditions of enrolment ("**Terms and Conditions**") as outlined in:
 - a. your Enrolment Form;
 - b. the terms outlined in this document, which is linked to from your Enrolment Form and which you must confirm and declare that you have downloaded, read and understood in your Enrolment Form in order to enrol; and
 - c. the Student Agreement and Student Handbook which can be downloaded from our website;
- b) You agree that the Terms and Conditions are governed by the laws of NSW, Australia;
- c) You consent to being enrolled with EQC Institute in the course you have selected on your Enrolment Form;
- d) You agree that, prior to your application for enrolment, you have been provided with information in relation to your course including in relation to fees and charges and other very important course information including in relation to your responsibilities and ours, as laid out in the Qualification Fact Sheet for your course.
- e) You confirm that you have downloaded, read and understand the disclosures made on the Qualification Fact Sheet for your chosen qualification (linked to from the Enrolment Form) and agree to them, and agree to comply with and abide by your obligations under them as part of the terms of your enrolment;
- f) You have read and understand EQC Institute's policies in relation to fees, refunds, complaints and appeals, as well as the Administrative Fee Schedule, and all other policies and procedures of EQC Institute as published on our website and/or in the Student Handbook (linked to from the Enrolment Form) and you acknowledge and agree that those policies and documents apply to your enrolment, and that changes to those policies and procedures may be made at any time by EQC Institute at its sole discretion without notice to you and the latest versions shall be as published on our website;
- g) You acknowledge that you will not be eligible to graduate (receive an award of a qualification or academic transcript) if you have any outstanding payment balances whatsoever to EQC Institute for or in relation to your course or if you have not provided a Unique Student Identifier ("**USI**") (as required by the Commonwealth Government);
- h) You give EQC Institute permission to verify your USI using the online Government USI portal;
- i) You understand you are required to complete each unit of study in the prescribed timeframes as provided and taught by EQC Institute. (See our policies and procedures on our website);
- j) You understand that the information provided by or in relation to you in this Enrolment Form will be used by EQC Institute in connection with your study and details of your enrolment and study will be used by EQC Institute in any communications or reports required by the National VET Regulator and/or other relevant Government bodies;
- k) You understand that you may receive a student survey from the Government body, National Centre for Vocational Education Research ("**NCVER**") which is administered generally to VET students in Australia and used to gather data about the VET sector;
- l) By submitting your Enrolment Form, you consent to receiving communications from EQC Institute regarding your enrolment, studies, payments, student support, and other important administrative matters. These communications may be sent via email, SMS (including automated text messages), phone calls, or other electronic communication methods used by EQC Institute.
- m) EQC Institute offers RECOGNITION OF PRIOR LEARNING (RPL) and NATIONAL RECOGNITION (CREDIT TRANSFER) as a form of assessment. These take account of prior study and/or experience. If you think you may qualify, please contact us on 1800 338 883.
- n) You and we consent to us receiving your signature electronically on your Enrolment Form, pursuant to the Electronic Transactions Act 1999 (Cth).

EQC Institute

W: www.technologycourses.com.au

T: 1800 338 883

E: team@equinimcollege.com