

PROFESSIONAL YEAR TERMS AND CONDITIONS

Date of issue: April 8, 2019

1. Acknowledgments

As an applicant for enrolment in the Professional Year Programs for ICT, Engineering or Accounting to be run by Monash Professional Pathways, in accordance with the Conditions of Enrolment outlined below. I acknowledge that:

- 1.1. Monash Professional Pathways may amend the Conditions of Enrolment at its sole discretion and will notify me in writing of any change applicable to my enrolment in the Professional Year program.
- 1.2. I will at all times comply with the Intern Placement Terms and Conditions
- 1.3. all information provided in the application form is correct. I will advise Monash Professional Pathways immediately if, at any time, I become aware that any information provided in the application form is no longer correct.
- 1.4. it is my responsibility to ensure that I access any Monash student email account on a regular basis. I will be responsible for any delays occurring as a result of my failure to monitor my nominated email account.
- 1.5. submission of an application does not guarantee my acceptance into the Professional Year program or an offer of entry into the Professional Year program.
- 1.6. I will promptly advise Monash Professional Pathways of any change to my contact details.
- 1.7. I must attend all scheduled classes, except where there is a legitimate reason for nonattendance that is acceptable to Monash Professional Pathways. If my enrolment is terminated due to a breach of this condition, I understand and agree that I am not entitled to a refund of any fees or other charges paid.
- 1.8. all lessons and materials related thereto, supplied by Monash Professional Pathways, are copyright and remain the property of Monash Professional Pathways. Any unauthorised copying may constitute a breach of the Copyright Act 1968 (as amended).
- 1.9. I am required to use my best endeavours to meet the requirements of the program and to abide by the rules and regulations of Monash Professional Pathways in respect of the running of the Professional Year program and the conduct of students. If any breach of these rules or my behaviour is deemed unacceptable by Monash Professional Pathways, my enrolment may be cancelled.
- 1.10. I may be required to attend organised activities as part of my program. I authorise Monash Professional Pathways, including the host company for the professional internship, to obtain medical treatment for me should Monash Professional Pathways, or the host company, deem such action necessary. I agree to indemnify Monash Professional Pathways and any host company for any expenses, loss, damage or liability of whatsoever nature occasioned as a result of authorising and arranging any emergency medical treatment for me.
- 1.11. I am responsible for my own books, equipment and personal items and I hereby release and indemnify Monash Professional Pathways from all liability and claims for any loss of, or damage to, such items, however caused.
- 1.12. successful completion of the Professional Year program does not guarantee that I will receive permanent residence status in Australia.

- 1.13. All information collected about the applicant is collected in accordance with the Monash College privacy statement, which can be viewed at <https://www.monashcollege.edu.au/privacy>.

2. Transfer of fees*

All fees are non-transferable.

3. Refunds*

- 3.1. Full Refund: Monash Professional Pathways will provide a full refund (tuition fees and insurance fees) within 14 days of receipt of written notice of cancellation where:
- 3.1.1. Monash Professional Pathways is unable to offer the Professional Year program and where a suitable alternative cannot be provided;
 - 3.1.2. Monash Professional Pathways refuses the application for enrolment; or
 - 3.1.3. Less the enrolment fee, when written notice of cancellation is received more than 28 days prior to commencement of the Professional Year program.
- 3.2. Partial: A refund will be provided (tuition fees and insurance fees) within 14 days of receipt of written notice of cancellation, less the amounts to be retained by Monash Professional Pathways as detailed below:
- 3.2.1. A non-refundable amount equal to 35% of the tuition fee, if written cancellation is received 28 days or less prior to the commencement of the program; or
- 3.3. No Refund: Monash Professional Pathways will make no refund of any fees if written notice of withdrawal is received after the commencement of either module of the program.

4. Personal information

- 4.1. I must provide Monash Professional Pathways with my address and contact details and will promptly inform Monash Professional Pathways of any changes
- 4.2. My personal information will be made available to the Engineering Education Australia (EEA), Australian Computer Society (ACS), Joint Accounting Bodies (JABs), Credly, the Department of Home Affairs and other Australian government bodies as required by law

5. Grievance Policy

I understand that Monash Professional Pathways has a Grievance Policy, a copy of which is available on request.

6. Fees*

- 6.1. Your application will be processed upon receipt of your Enrolment Fee and Initial Deposit, paid online by BPay or credit card
- 6.2. Should you decide to change Agent representation prior to orientation, you will be required to withdraw your application and resubmit through your new agent. You will forfeit your initial Enrolment Fee, and your application will be processed upon receipt of your new Enrolment Fee and Initial Deposit
- 6.3. Additional fees for enrolment changes for actions initiated by participants:
- cohort transfer fee = \$150 • additional placement fee = \$1500
 - All fees are inclusive of GST.

7. Internships

Monash Professional Pathways will use its best endeavours to secure internships for applicants; however, you acknowledge that there is no guarantee of an offer of an internship for any applicant.

8. Visa Requirements

The applicant is entirely responsible for all matters relating to any visa application and acknowledges that Monash Professional Pathways cannot provide any advice in relation to visa matters.

9. Termination

Monash Professional Pathways may, at any time:

- 9.1. terminate the Professional Year program;
- 9.2. terminate the applicant's involvement in the Professional Year program, if the applicant fails to comply with their requirements pursuant to the Professional Year Terms and Conditions or the Intern Placement Terms and Conditions.

10. Laptop Agreement

I have read and agree that I will abide by Monash Professional Pathways Participant Laptop Agreement - Bring Your Own Device (BYOD) policy, guidelines and that:

- 10.1. I understand that it is my responsibility to ensure that when I arrive at Monash College, my device is fully charged
- 10.2. I understand that no charging equipment will be provided by Monash College
- 10.3. I will use Monash College's WIFI network for learning
- 10.4. I will use my device during class at the direction of my trainer
- 10.5. I understand that I am responsible for the maintenance and upkeep of my device
- 10.6. I understand that I am responsible for backing up my data and that this needs to be done regularly
- 10.7. I understand that I am responsible for arranging insurance for my device
- 10.8. I will use my own user ID details and will never share them with others
- 10.9. I acknowledge that Monash College cannot be held responsible for any damage to, or theft of my device
- 10.10. I have reviewed the BYOD requirements on the Monash University website and have made sure my device meets the minimum specifications, including an English operating system and Microsoft Office
- 10.11. I have read and will follow the Monash Acceptable Use of Information Technology Facilities by Students Procedures
https://www.monash.edu/data/assets/pdf_file/0009/1092699/Information-Technology-Acceptable-Use-Policy.pdf

* Not relevant to Engineering Professional Year participants