You must read and agree to QIBA Terms and Conditions and Refund Policy before you can submit your application. July 2014

QIBA PYP Terms and Conditions
I agree to the following terms and conditions as a student of QIBA Professional Year Program:

1. Information on my application is correct at the time of lodgement and I agree to advise QIBA in writing of any changes to my details including visa status and contact details.
2. I understand the program consists of 45 week including both theoretical course work and a voluntary workplace internship consisting of a minimum of 264 hours to be completed in no less than 10 weeks.
3. I understand that 100% attendance is a requirement of the course including the internship component. I acknowledge I must provide a medical certificate for any absences in order to be able to attend a make-up class. Failure to achieve 100% attendance will result in failure of the program.
4. I acknowledge that QIBA will not approve any holidays or non-emergency medical absences from the program. Also, any application for a disruption to studies or transfer which is not deemed extenuating circumstances will incur an administration fee of $250.
5. Overdue Fees: on issuance of a third letter for overdue fees a further fine of $500 will be incurred by the student.
6. I have read and understand that I am expected to adhere to the QIBA Student Code of Conduct http://www.qiba.edu.au/downloads/StudentCodeOfConduct.pdf and should I breach the Student Code of Conduct my enrolment may be cancelled and I am not entitled to any refund of fees and charges paid under these terms and conditions.
7. I understand that QIBA will source my professional internship with a suitable host employer. I am obligated to make myself available for internship interviews and understand that the course timetable is a guide only and not all students will commence their internship at the same time.
8. I understand that I have the opportunity to source my own internship however it must be verified by QIBA Internship Coordinator prior to commencement and must be completed within the course dates. On successful completion of a self-sourced internship I may be entitled to claim a $500 rebate.
9. I acknowledge that although my internship is voluntary, my conduct must be suitable to the professional workplace. Successful completion of the internship is necessary in order to graduate.
10. I understand my personal information will be made available to the relevant professional body and the Department of Immigration and Border Protection; and other Australian government bodies as required by law.

QIBA PYP Refund Policy
1. Cancellations or requests for refunds must be made in writing directly to the QIBA Professional Year Programs Academic Director via email at py.academic@qiba.edu.au
2. The Application Fee of $250 is non-refundable under any circumstances.
3. A full refund of tuition fees will be applicable under the following circumstances:
   a. QIBA is unable to deliver the Professional Year Program
   b. QIBA refuses the application for enrolment
4. QIBA agrees to refund 70% of tuition fees paid if written notice of cancellation is received 28 days or more prior to the course beginning.
5. QIBA will make NO REFUND of tuition fees after the course begins.
6. Students using the instalment option for payment of tuition fees that choose to withdraw from the course after it has begun are liable for full tuition fees. Finalisation of the account must be by the date stipulated on the agreed instalment plan. Failure to do so will result in legal action and outstanding fees will be referred to an external debt collection agency.
7. QIBA will NOT approve any holidays or non-emergency medical absences from the program. Therefore students who take leave during a course will not be entitled to a refund or extension.
8. No refund will be given to a student who is disqualified due to unsatisfactory attendance, performance, behaviour or who is in breach of QIBA Student Code of Conduct or Australian law.
9. In special circumstances and with the permission of the Manager of Professional Year Programs, students may elect to defer into a subsequent course with prepaid tuition fees being held in credit by QIBA for a period not exceeding one year.
10. All refunds will be paid in the same currency where practical, within the relevant time period specified in the ESOS Act 2000 (for overseas students) i.e. within two weeks in the case of provider default and four weeks in the case of student default.
11. This refund policy does not remove the student’s right to take further action under Australian consumer protection laws and the registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.