



Please complete this form and attach copies of all documents required. If these documents are not provided, your application will be incomplete. Your application cannot be considered without full documentation being attached.

Intake Dates

The classes are as follows:

SYDNEY

2 pm - 9 pm Tuesday
9 am - 5 pm Thursday/ Saturday/ Sunday.

MELBOURNE

2:00 pm to 9:00 pm Monday/ Wednesday
9 am - 5 pm Saturday/ Sunday.

BRISBANE

9 am - 5 pm Saturday.



Please refer to the Professional Year website (<http://professionalyear.info/program-calendar/>) for the intake dates for Sydney, Melbourne and Brisbane.

Course Details

SMIPA (Accountancy) PYP (Information Technology)

Location

Brisbane Melbourne Sydney

Study option

Weekend Sun Sat Weekdays Tuesday Monday & Wednesday

Start date / /

Student Details

First Name

Family Name

Date of Birth / / Male Female

Country of Birth/Nationality

Passport No. Expiry Date / /

Address in Australia

Postcode

Mobile / Landline No.

Email

Visa Details

If you hold a current Temporary Graduate Visa (subclass 485) please complete this section:

485 Visa Expiry Date / /

If you don't hold a current Temporary Graduate Visa (subclass 485) please complete this section:

Current Visa Bridging A

Other Visa Expiry Date / /

Education History

Details of tertiary course studied in Australia, a minimum of two (2) years.

University/Institution

Course name

Start Date / / Completion Date / /

English Proficiency

If English is **not** your first language, please complete below IELTS Score, a minimum score of 6.0 points overall with no bands less than 5.0 or a PTE score of 50 overall, with no bands less than 36 for PYPIT and a minimum IELTS score of 6.0 points overall with no bands less than 6.0 or a PTE score of 50 overall, with no bands less than 50 for SMIPA:

Listening Reading Writing Speaking

Overall Expiry Date / /

Test Report Form Number:

Entry Requirements Checklist

To successfully enrol into the program you need to have **certified copy** of all the following:

- Passport — Photo page and Expiry Date page
- VISA — Temporary Graduate Visa (subclass 485) / Bridging Visa / Payment Receipt of application for 485 Visa & valid for a minimum of one (1) year from the PY Class commencement date.
- IELTS Test Results – minimum score of 6.0 points overall with no bands less than 5.0 for PYP and a minimum score of 6.0 points overall with no bands less than 6.0 for SMIPA & valid at the time of course commencement.
- Letter of Assessment from the relevant Governing Body (Joint Accounting Bodies or ACS) / Payment Receipt of application for Letter of Assessment

An Australian Bachelor's/Master's degree in Accountancy (SMIPA) or Information Technology (PYP):

- the Academic Transcript – minimum of two (2) years study in Australia
- the Completion Letter – minimum of two (2) years study in Australia

Agent Details

Fill up the fields below if you had assistance with enrolment.

Agent Name

Agency Name

Agent Email

Agent Mobile / Landline No.

Agent Stamp

Courses Fees

Choose the instalment option that suits you better.
ECA Scholarships are available for eligible students.
For more information, contact your Agent.

	SMIPA	PYP
Tuition fee	\$7,000	\$11,500
Enrolment fee (non-refundable)	\$200	\$200
Total	\$7,200	\$11,700
Instalment option 1	<input type="checkbox"/> 2 X \$3,500	<input type="checkbox"/> 2 X \$5,750
Instalment option 2	<input type="checkbox"/> 4 X \$1,750	<input type="checkbox"/> 4 X \$2,875
Instalment option 3	<input type="checkbox"/> 6 X \$1,167	<input type="checkbox"/> 6 X \$1,917

*Late Fee payment conditions may apply; see PY Enrolment Terms and Conditions

Declaration

I, _____

(Student's Full Name printed in block letters)

1. Declare that the information and supporting information provided in this Application Form is accurate and complete.
2. Acknowledge that if I have provided incorrect, incomplete or fraudulent information, ECA reserves the right to cancel my enrolment at any time.
3. Know and accept that I must abide by all terms and conditions of my Visa as set by the Department of Immigration and Border Protection (DIBP).
4. Am responsible for and able to meet all my obligations to pay the Professional Year (PY) Course and all associated fees.*
5. Understand and agree to be bound by the Fee Payment, Refund Policies and Conditions of ECA.*
6. Understand that I must provide ECA written notice of any changes to my residential address and contact details, within seven (7) days of the changes.
7. Understand that my personal information will be made available to the ACS (PYP) | CPA Australia, Chartered Accountants Australia and New Zealand, Institute of Public Accountants (SMIPA) | the DIBP and other Australian government bodies as required by law but within privacy laws.
8. Understand that, due to provisions in various government privacy regulations, ECA will not provide any information about my application, enrolment and progress to any third party such as parents, friends or relatives without my written consent.
9. Understand that ECA may amend the Conditions of Enrolment at its sole discretion and that ECA will notify all students in writing of any changes applicable to their enrolment.
10. Understand that I must comply with all PY Course policies relating to class attendance and the Internship.*
11. Understand that all lessons and related materials supplied by ECA are copyrighted and remain the property of ECA. Any unauthorised copying may constitute a breach of the Copyright Act 1968 (as amended).
12. Understand that I am required to meet PY Course requirements and to abide by ECA Rules and Regulations relating to student conduct. If I breach any of these rules or behave in a manner deemed unacceptable by ECA, as outlined in the ECA PY Student Handbook, my enrolment may be cancelled.
13. Understand that I am required to attend organised activities, such as an Internship, as part of my PY Course. ECA and/or any Host Company will not be liable for any expenses, loss or damage to the student as a result of authorising and/or arranging medical treatment as deemed necessary in the event of an emergency.
14. Understand that I am responsible for my own stationery and personal items. ECA is indemnified from all liability and claims for any loss or damage to, such items, however caused.
15. Understand that the Governing bodies expect 100% of attendance and that ECA is not responsible for any changes to my work commitments or personal circumstances.
16. Understand that ECA has a Complaints & Appeals Policy; please refer to page 27 of the ECA PY Student Handbook.
17. Understand that ECA courses only commence when minimum numbers are reached. Should ECA be unable to commence a scheduled course, the students enrolled in the PY Course will be offered the first position for the next intake date.
18. Understand that ECA can only guarantee Internships within the Sydney and Melbourne metropolitan areas. If I wish to receive an Internship outside my metropolitan area, I will accept responsibility to arrange my own Internship.
19. Understand that a total refund of the Course Fee will be made in the following circumstances:
 - a. ECA is unable to offer the proposed course and where a suitable alternative cannot be provided.
 - b. ECA refuses the application for enrolment after the Course Fee has been paid and prior to commencement of any PY classes.
 - c. Written notice of cancellation is received four (4) weeks prior to commencement of the course.
20. Understand that students are not permitted to transfer classes in the PY Course. This will be considered in exceptional circumstances and understand that there may be a fee attached in doing so.
21. Have read, understood and accepted the above conditions.
22. I understand that my enrolment is not confirmed until I have paid my enrolment fee and I have paid my first instalment.
23. All instalment payments must be paid via Direct Debit.

Student's Signature

Date / /

**Refer to Professional Year Enrolment Terms and Conditions, pages 3-4.*

The Declaration beneath these terms and conditions must be signed for receipt of application. All students are responsible for knowing the requirements that apply for participation in the PY Course. Failure to understand a requirement does not excuse a student for any failure to meet a requirement which will result in exclusion and/or non-completion of the PY Course and forfeiture of all fees, paid and payable.

Professional Year Enrolment Terms and Conditions

PY Course Duration

SMIPA/PYP is a 44 week program. Students must allow a minimum of 52 weeks from the PY class commencement date, not the date of application. This is for the receipt of appropriate paperwork required for further Visa lodgment.

Class Timings & Attendance Requirements

PY Class start times may vary, please refer the PY website for details: <http://professionalyear.info/>

Late arrival i.e. more than 30 minutes late, will result in a student being marked absent. The Governing bodies expect students to attend 100% of classes, failure to do so will result in a student failing to meet the minimum PY Course requirements. 100% attendance is required for Internship. This is not negotiable.

Leave Policy

There is no allowance for leave. You must complete all components of the PY Course. There is no leave allowed for any professional test or exam; this includes IELTS. The Governing bodies expect students to attend 100% of classes, failure to do so could result in a student failing to meet the minimum PY Course requirements.

Any sick leave must be supported by a Doctor's Medical Certificate that explains your absence. All evidence is independently validated. Special, Urgent or Family leave must be requested in writing and leave may be permitted depending upon the circumstances and timing. Any type of leave may result in your course being extended and therefore these rules must be considered in the light of changing circumstances and determinations by DIBP.

Plagiarism

All work undertaken must be students' own work. Any plagiarism will result in the immediate expulsion from the PY Course. No warnings will be issued. Plagiarism is defined as "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work".

Visa Validations

Students must have a Temporary Graduate Visa (subclass 485) or a Bridging Visa, having applied for your 485 visa with a minimum of one (1) year validity from the date of PY class commencement, not the date of application.

Internship

Internship will not be confirmed or approved for a student, until their fees have been fully paid. Internships are 240 hours completed over a minimum of 10 weeks. Internships are approved and administered by ECA. Internships are unpaid. Internships are offered on a best effort basis. On some occasions the work may not match your desired area of specialisation. Internships are for work experience and not as a basis for future employment. You must complete the Internship offered. In the event that you choose not to do the Internship offered, you will be responsible for finding your own Internship. If undertaking an Internship arranged by yourself, it must be approved in writing by the Internship Department before commencement. Once started, you must complete that Internship. You cannot withdraw or change to another Internship. Failure to complete the approved/agreed Internship will result in failure of the PY Course. All students are encouraged to seek Internships with companies with which they have direct relationship such as their current employer. Students must not contact external Internship service companies directly. This can lead to additional unnecessary fees being paid by you. Students may not solicit payment of future job roles. This is unprofessional and will result in expulsion from the PY Course. Understand that ECA can only guarantee Internships within the Sydney and Melbourne metropolitan areas. If you wish to receive an Internship outside your metropolitan area, you will accept responsibility to arrange your own Internship.

Contact with Students

You must be contactable at all times during the PY Course. You must provide a valid email address and mobile phone number that you will actively monitor and make available at all times.

If we are unable to contact you or we don't receive a response from you within fourteen (14) days of leaving a message for you to contact us, we will assume you have withdrawn from the PY Course and will advise the Governing bodies and DIBP accordingly. All fees will remain due and payable.

Correspondence

All correspondence must include your Student Number, Full Name, Email Address, Mobile Phone Number and the name of your PY Trainer, e.g. *Student No. 123456789, Name: John SMITH, Email: johnsmith@email.com, Mobile No. 0400 000 000, Trainer: George Teacher.*

Advice to External Certifying Authorities

ECA will advise the Governing bodies and DIBP of your failure to adhere to these Professional Year Enrolment Terms and Conditions. If ECA becomes aware of changes to the student's status, it will advise the Governing bodies and DIBP accordingly.

Fee Payments, Withdrawals & Expulsion

There are no deferment of fees. Once accepted, you are responsible for the full course fee, and it is your responsibility to pay all fees on time. There are no allowances for withdrawals. You may withdraw of your own volition but all fees will remain due and payable. If you withdraw, or are dismissed or are otherwise expelled from the PY Course, all fees will remain due and payable.

Fee Payment via your Agent

All fees for your PY Course made directly to your Agent must be supported by payment receipts as evidence of your fee payment. It is your responsibility to ensure your Agent forwards all payments for your PY tuition directly to the ECA Accounts Department in a timely manner. It is your responsibility to meet these payment deadlines. The due dates for your payments are specified on page 2 of your Offer Letter. Failure to make these payment dates will impact directly on your graduation. ECA does not provide 'reminder' notices.

Direct Online Fee Payment

If you make a direct online payment, please print out and keep a copy of your direct online payment receipt. Please forward this receipt to applypy@eca.edu.au with your Student Number, your Full Name and contact details. The due dates for your payments are specified on page 2 of your Offer Letter. Failure to make these payment dates will impact directly on your graduation. ECA does not provide 'reminder' notices.

Late Fees, Late Payment Penalty & Expulsion from PY Course

All fees must be paid by the due date; otherwise late fees of \$50 per week apply from the first day that the payment is late. The due dates for your payments are specified on page 2 of your Offer Letter. ECA does not provide 'reminder' notices.

Where a student or Agent elects to pay by installments they must pay each and every installment before the due date.

If the due date falls on a non-working day such as a Saturday, Sunday or Public Holiday, you must make the payment prior to the due date. If you are away or otherwise busy on the due date, you must pay prior the due date. If, on the due date there are insufficient funds in your account or credit card when using BPay, EFTPOS or bank transfer, the fee is unable to be paid, you are late and still liable for the payment.

Where a student's fee payment is overdue, their enrolment may be cancelled. All outstanding fees must be immediately settled and paid.

To rejoin, a new enrolment fee (\$200) will be applied; all outstanding payments and penalties must be immediately settled and paid. There are no exceptions.

Declaration

I declare that I have read, understand and agree with these *Professional Year Enrolment Terms and Conditions*.

Student's Signature

Date / /

If any requirement is unclear or not understood please contact Student Services. These requirements must be read in conjunction with information provided by ECA, your migration agent and Government regulations. All students must familiarise themselves with the Professional Year Enrolment Terms and Conditions associated with the PY Course. ECA does not accept responsibility for the completeness and accuracy of the information provided. This document is subject to change and may be updated at any time. Students must ensure that they have the latest document.

Complete this form and return to

Brisbane Campus

Education Centre of Australia
126 Margaret Street
Brisbane QLD 4000
Australia

Melbourne Campus

Education Centre of Australia
Level 7, 399 Lonsdale Street
Melbourne VIC 3000
Australia

Sydney Main Campus

Education Centre of Australia
Level 1, 160-166 Sussex
Street, Sydney NSW 2000
Australia

Email

applypy@eca.edu.au

Website

<http://professionalyear.info/>