



## Agreement between student and Empyrean Education Institute

1. Upon the acceptance of an offer of place at Empyrean Education Institute, the student is hereby agreeing to abide by all EEI Education Institute rules, policies and procedures. The policies and procedures are all available for download from the website [www.eei.wa.edu.au](http://www.eei.wa.edu.au) and can be found in the EEI student handbook.
2. The student confirms that all information and documents provided to EEI are true and accurate to the best knowledge of the student.
3. The student accepts that EEI reserves the right to accept or reject an application for enrolment at its discretion in considering each individual's admission to a course. Additional evidence may be sought of the applicant's personal, professional or educational experience that provides indications of the student's ability to meet the demands of the course.
4. The student agrees to abide by the Department of Immigration and Border Protection visa conditions and that non-compliance with these conditions may result in enrolment cancellation.
5. The student understands and agrees to inform EEI within seven (7) days in writing of a change in contact details including phone number, email and mailing address.
6. The student understands that application for course credits must be advised at enrolment with all supporting transcripts or Statement of Attainments provided before the start of the course.
7. The student has read and understood the student code of conduct and accepts that EEI reserves the right to suspend or cancel an enrolment where the student has breached the code of conduct.
8. The student understands that if they are not satisfied with a decision the Institute has made they have the right to access EEI's complaints and appeals policy and procedure available in the student handbook and downloadable from EEI's website [www.eei.wa.edu.au](http://www.eei.wa.edu.au).
9. The student understands that they must commence the course(s) on the agreed start date as per the offer letter. If the student is unable to start on the agreed date they must notify the Institute before the course start date.
10. The student agrees to pay the course fees in accordance with the payment instalment plan outlined in this offer letter.
11. The student agrees that failure to pay fees on time that is due for an instalment will incur a late fee penalty of \$150 which must be settled prior to the payment of the next instalment fees.
12. The student understands that failure to pay the course fees for a study period by the due date may result in cancellation of the enrolment based on non-payment of fees, and debt recovery actions may be pursued by a collection agency.
13. The student accepts that EEI reserves the right to withhold the release of any testamurs or Statement of Attainments if there are course fees outstanding.
14. The student understands and agrees that they must attend all classes and work –based training placement and to undertake all assessments, projects and examination on the dates and time as set out



by EEI staff

15. The student acknowledges and accepts that EEI will be monitoring their class attendance and will send attendance warnings when the attendance rate falls below an 80% attendance rate.
16. The student understands and agrees to complete and participate in all class activities, assessments and examinations as scheduled in order to maintain satisfactory course progress.
17. The student understands that EEI will implement a course intervention strategy if the student is at risk of not meeting satisfactory course progress requirements.
18. The student understands that if EEI assesses that the student is not achieving satisfactory course progress, EEI will notify the student of its intention to report the student for not achieving satisfactory course progress. If the student is not successful in appealing against the Institute's decision to cancel the enrolment, EEI will cancel the student's enrolment on the basis of poor academic progress.
19. The student understands and agrees that additional fees and charges will apply for the late submission of assessments, assessment resits and unit resits. The full fees and charges can be downloaded from the EEI website [www.eei.wa.edu.au](http://www.eei.wa.edu.au) and is available in the student handbook.
20. The student understands that they cannot change to another education provider prior to completing the first six (6) months of the principal course of study without approval and a written letter of release from EEI.
21. The student understands and agrees to undertake additional English language testing, and any English courses recommended by the trainer and Institute where it has identified that the student is at risk of not being able to complete and achieve their qualification otherwise.
22. The student understands that EEI reserves the right to make reasonable variations to the course curriculum and/or timetable and where a course variation is made, EEI will make reasonable attempts to notify the student prior to implementing the changes.
23. The student understands that their personal information will be kept private and not shared with any organisation unless legally required to do so. Information may be shared with the Australian Government, designated authorities and the Tuition Protection Service [www.tps.gov.au](http://www.tps.gov.au)
24. The student understands that International students are protected by the Education Services for Overseas Student (ESOS) Legislative framework: [https://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Documents/National\\_Code\\_2007\\_pdf.pdf](https://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Documents/National_Code_2007_pdf.pdf)

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Signature of Student

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Name of Student

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Date



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