

Terms & Conditions

A. General Information

I acknowledge the following Terms & Conditions in regard to my enrolment in the Professional Year/SMIPA Program with Navitas Workforce Solutions.

The Program consists of a 44 week* course and includes both theoretical coursework and a professional internship experience as part of the DIAC gazetted Professional Year Program. Please note that the course calendar is a guide only and not all participants will start their internship on the same date.

*Program may be longer depending on internship start date and completion of coursework components.

I acknowledge that:

- Any variation in these Terms & Conditions must be in writing and signed on behalf of Navitas Workforce Solutions.
- The information on my Application Form is correct at the time of lodgement. I will advise Navitas of any changes to my details, including visa status and contact details.
- I understand that I am expected to attend 100% of classes and must complete all of the assessments. Please note that Navitas will NOT approve any holidays or non-emergency medical absences from the program. When two (2) weekday classes in a row or one (1) weekend class is missed you will need to provide a medical certificate. Failure to achieve the minimum required attendance* is an automatic failure of the program. I understand and agree that I am not entitled to a refund of any fees or other charges paid under these Terms and Conditions. I understand that all personal holidays are to be scheduled during the allocated study breaks.
*minimum required attendance by DIAC is 80% for coursework
- I understand the Program is aimed at developing me as a professional, and therefore I am required to use my best endeavours to fulfil this obligation. If my behaviour is deemed unacceptable by Navitas Workforce Solutions, my enrolment may be cancelled, and I agree that I will not be entitled to a refund of any fees or other charges paid under these Terms & Conditions.
- I understand I will be required to attend organised activities as part of the Program, including the Professional Internship. I authorise Navitas Workforce Solutions, including the Host Company for the Professional Internship, to obtain medical treatment for me should Navitas Workforce Solutions including Host Companies, deem such action necessary. I agree to indemnify Navitas Workforce Solutions or any Host Companies for any expenses, loss or damage or liability of whatsoever nature occasioned as a result of authorising and arranging any emergency medical treatment.
- I understand my personal information will be made available to the relevant professional body and the Department of Immigration and Citizenship; and other Australian government bodies as required by law.
- I understand that successful completion of the Professional Year does not guarantee that I will receive permanent residence.
- I acknowledge that Navitas Workforce Solutions will arrange my Professional Internship in a Host Company which matches my chosen profession. I understand that I will need to attend interviews for these positions; and the selected Host Company is at the final discretion of Navitas Workforce Solutions.
- I understand that I am required to have 100% attendance throughout the internship period and to complete the work assigned.
- I acknowledge that Navitas Workforce Solutions takes no responsibility for my visa.

B. Fees and Refund Policy

Payment Details

Application Fee	AUD\$250.00
Tuition Fee	AUD\$12,500.00
Insurance Fee	AUD\$200.00
Total	AUD\$12,950.00*

* GST Inclusive

Please note that if tuition fees are paid in installments the total fees payable will be \$13,000.

All credit card payments will incur a 2% transaction fee to cover bank charges.

Bank Details

Bank	Westpac
Branch	109 St Georges Terrace, Perth WA
BSB	036 000
Account Name	Navitas Workforce Solutions Pty Ltd
Account Number	773 796

Application Fee

The Application Fee is \$250. It is non-refundable under any circumstance.

Insurance Fee

The Insurance Fee is \$200 and is included within the tuition fees.

Tuition Fees

Option 1 – Full payment

An amount of \$12,700 is payable two weeks prior to the commencement of the Program.

Refund Policy - Full Payment

Full Refund

Navitas Workforce Solutions agrees to refund to the original fee paying party upon receipt of written notice of cancellation by the applicant, all tuition fees paid:

- Where Navitas Workforce Solutions is unable to offer the Professional Year Program/SMIPA;
- Where Navitas Workforce Solutions refuses the application for enrolment;
- Where written notice of cancellation is received more than 28 days prior to the commencement of the Program.

Partial Refund

Navitas Workforce Solutions agrees to refund to the original fee paying party upon written notice of cancellation by the applicant, all tuition fees paid, less amounts retained below:

- If written cancellation is received less than 28 days prior to the commencement of the Program, Navitas will retain a non-refundable amount equal to 35% of the tuition fee.
- If written cancellation is received after commencement of the Program, but prior to completion of the first 10 weeks of the Program, Navitas Workforce Solutions will retain a non-refundable amount equal to 50% of the tuition fee.

No Refund

Navitas Workforce Solutions will make no refund of the tuition fees if:

- Written notice of withdrawal is received after the completion of the 10th Week of the Program.

Option 2- Instalments (Four Payments)

Program Fees will be paid in the following instalments:

Instalment 1: An amount of \$4,500 is payable two weeks prior to the commencement of the Program.

Instalment 2: An amount of \$2,000 is payable 8 weeks after the commencement of the Program. Candidates are to note that they will not be able to continue in the Program if Instalment 2 is not paid by the due date shown on the Invoice for Instalment 2. Late payments will incur an administrative fee of \$250.

Instalment 3: An amount of \$2,000 is payable 16 weeks after the commencement of the Program. Candidates are to note that they will not be able to continue in the Program if Instalment 3 is not paid by the due date shown on the Invoice for Instalment 3. Late payments will incur an administrative fee of \$250.

Instalment 4: An amount of \$4,250 is payable 24 weeks after the commencement of the Program. Candidates are to note that they will not be able to continue in the Program if Instalment 4 is not paid by the due date shown on the Invoice for Instalment 4. Late payments will incur an administrative fee of \$250.

Refund Policy - Installments

Full Refund

Navitas Workforce Solutions agrees to refund to the original fee paying party upon receipt of written notice of cancellation by the applicant, all tuition fees paid:

- Where Navitas Workforce Solutions is unable to offer the Professional Year Program/SMIPA;
- Where Navitas Workforce Solutions refuses the application for enrolment;
- Where written notice of cancellation is received more than 28 days prior to the commencement of the Program.

Partial Refund

Navitas Workforce Solutions agrees to refund to the original fee paying party upon written notice of cancellation by the applicant, all tuition fees paid, less amounts retained below:

- If written cancellation is received less than 28 days prior to the commencement of the Program Navitas Workforce Solutions will retain a non-refundable amount equal to Instalment 1.
- If written cancellation is received after commencement of the Program, but prior to the completion of the first 10 weeks of the Program, Navitas Workforce Solutions will retain a non-refundable amount equal to Instalments 1 and 2.

No Refund

Navitas Workforce Solutions will make no refund of the tuition fees if:

- Written notice of withdrawal is received after the completion of the 10th Week of the Program.
- Applicants who withdraw after the completion of Week 10 of the Program are still liable for all tuition fees.

C. Program Inclusions

- Coursework for the Professional Year;
- IELTS test preparation and one IELTS test;
- Ongoing job placement services;
- 12 week unpaid internship;
- On-line CV Portal through NavitasCV
- Orientation Program;
- Graduation Program;
- Certificate III in Business under the AQTF;
- Access to online resources;
- Internship references;
- All insurance required for the Program.

Travel to the Professional Internship and visa fees are not included in the Program Fees.

I acknowledge Navitas Workforce Solutions reserves the right to alter the commencement dates up to 28 days prior to the commencement of the Program.

Applicant's signature:

Date: / / (day/month/year)

Please fax, mail or email completed application to:

Navitas Workforce Solutions - Professional Year Program

Sydney: Level 11, 17 York Street, Sydney, NSW 2000 | T: 02 9964 4769 | F: 02 9964 6271
Melbourne: Level 3, 206 Bourke Street, Melbourne, VIC 3000 | T: 03 9633 0100 | F: 03 9633 0100
Adelaide: Level 11, East Wing, 50 Grenfell St, Adelaide SA 5000 | T: 08 8110 4000 | F: 08 8110 4020
Brisbane: Level 2, East Tower, 410 Ann St, Brisbane, QLD 4000 | T: 07 3835 0452 | F: 07 3835 0401
Perth: Level 4, 15 Ogilvie Road, Mount Pleasant, WA 6153 | T: 08 9314 9649 | F: 08 9314 9699

E: py@navitas.com | www.navitasws.com | ABN 25 100 404 199

Your application will be processed upon receipt of your Application Fee, paid by cheque or providing evidence of the direct deposit into the bank (details as listed overleaf).