

Navitas Professional Year Program

Terms & Conditions

A. General Information

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:

1. Any variation in these Terms & Conditions must be in writing and signed on behalf of Navitas Workforce Solutions.
2. Participants are expected to attend 100% of classes and must complete all of the assessments. Navitas will NOT approve any holidays or non emergency medical absences from the program. When more than two (2) classes in a row are missed (i.e. 1 week) you will need to provide a medical certificate. Failure to achieve the minimum required attendance* is an automatic failure of the program. Participants are not entitled to a refund of any fees or other charges paid under these Terms and Conditions. All personal holidays are to be scheduled during the allocated study breaks.
***minimum required attendance by DIAC is 80% for coursework**
3. If any behaviour is deemed unacceptable by Navitas Workforce Solutions, the enrolment may be cancelled, and the participant will not be entitled to a refund of any fees or other charges paid under these Terms & Conditions.
4. Participants are required to attend organised activities as part of the Program, including the Professional Internship. Navitas Workforce Solutions, including the Host Company for the Professional Internship, are authorised to obtain medical treatment for participants should Navitas Workforce Solutions including Host Companies, deem such action necessary. Navitas Workforce Solutions or any Host Companies are indemnified for any expenses, loss or damage or liability of whatsoever nature occasioned as a result of authorising and arranging any emergency medical treatment.
5. 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.
6. Successful completion of the Professional Year does not guarantee that I will receive permanent residence.
7. Navitas Workforce Solutions will arrange my Professional Internship in a Host Company which matches my chosen profession. Participants will need to attend interviews for these positions; and the selected Host Company is at the final discretion of Navitas Workforce Solutions.
8. Participants are required to have 100% attendance throughout the internship period and to complete the work assigned.
9. Navitas Workforce Solutions takes no responsibility for visas.

B. Refund Policy

Application Fee

The Application Fee is non-refundable under any circumstance.

Insurance Fee

The Insurance Fee is fully refundable up until 4 weeks prior to the commencement of the Professional Internship. The Insurance Fee covers the period of the Professional Internship only.

Option 1 – Full payment

An amount of \$12,700 is payable a minimum of 14 days prior to the commencement of the Program. The refund policy for Option 1 is shown below:

- Where Navitas Workforce Solutions is unable to offer the Professional Year/SMIPA.

Full Refund

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

- Where Navitas Workforce Solutions refuses the application for enrolment.
- Where written notice of cancellation is received more than 28 days prior to commencement of the Program.

Partial Refund

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

- If written cancellation is received less than 14 days prior to the commencement of the program, Navitas Workforce Solutions 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 the completion of the first 10 weeks of the Program, Navitas Workforce Solutions will retain a non-refundable amount equal to 75% of the tuition fee.

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No Refund

Navitas Workforce Solutions will make no refund of any tuition fees:

- If written notice of withdrawal is received after the commencement of the 11th week of the Program.

Option 2 – Three payments

Instalment 1: An amount of \$4,750 is payable two weeks prior to the commencement of the Program.

Instalment 2: An amount of \$4,000 is payable 10 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 \$4,000 is payable 20 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.

The refund policy for Option 2 is shown below:

Full Refund

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

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

Partial Refund

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

- If written cancellation is received less than 14 days prior to the commencement of the program, Navitas Workforce Solutions will retain a non-refundable amount equal to 70% of Instalment 1.

No Refund

Navitas Workforce Solutions will make no refund of any tuition fees:

- If written notice of withdrawal is received after the commencement of the program and includes all fees paid.
- Students who withdraw after the commencement of the program are still liable for all tuition fees

C. Program Inclusions

- Tuition Fees
- The Professional Component with the ACS for the PY for Computer Science; as well as ACS Membership
- Professional Internship (work experience) placement
- Insurance, including insurance in the workplace for the Professional Internship
- Orientation Program
- Graduation Program
- All learning materials are included in the price
- Access to Navitas on-line resources
- Relevant Statements of Attainment
- Company Reference
- Guest speakers

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