

DOMESTIC

TERMS AND CONDITIONS – IMPORTANT:

Please read before you accept the offer.

1. INSEARCH and the University of Technology, Sydney (UTS)

1.1 All courses are offered by INSEARCH Limited; ABN-39 001 425 065)(UTS:INSEARCH). UTS:INSEARCH is a controlled entity of the University of Technology, Sydney (UTS). Students are enrolled as students of UTS:INSEARCH and not of UTS.

1.2 The UTS Foundation Studies (Accelerated) Course Code C30015 is a UTS program, delivered by UTS:INSEARCH (CRICOS Provider Code 00859D) on behalf of UTS (CRICOS Provider Code: 00099F), at its campus in Haymarket.

2. Attendance

2.1 UTS:INSEARCH requires all students to attend at least 80% of the course.

3. Course fees

3.1 Course fees must be paid at least 28 days before the first day of each course.

3.2 Fees must be paid in Australian dollars by bank cheque, cash or credit card. UTS:INSEARCH will not be responsible for any monies paid to any authorised representatives.

3.3 UTS:INSEARCH reserves the right to vary fees and/or course dates at any time.

3.4 Course fees do not cover the cost of accommodation, living expenses, textbooks, stationery or other equipment.

4. Course commencement

4.1 A course commences on the first day of orientation of the course.

5. Change to Australian Citizenship or Australian Permanent Resident (PR) status.

5.1 Domestic Students whose Australian citizenship or Australian Permanent Resident (PR) status changes before or during their UTS:INSEARCH course must advise Student Admissions Registrar@insearch.edu.au without delay as this may affect their study plans at UTS:INSEARCH and subsequent articulation to UTS.

6. Cancellation and refunds

6.1 Course fees will be refunded only in the following circumstances:

(1) UTS:INSEARCH cancels the course; or

(2) UTS:INSEARCH receives written notice of the student's withdrawal from the course on or before the census date.

6.2 Course fees will not be refunded if the student withdraws from the course after the census date.

6.3 Where a refund of fees is approved, any fees paid through the FEE-HELP loan scheme will be remitted to DEEWR.

7. Applying for a refund

7.1 Students wishing to apply for a refund need to apply in writing. Students should complete an Application for Refund of Fees form available from the UTS:INSEARCH Student Centre and submit this to Student Centre staff.

8. Termination

8.1 UTS:INSEARCH reserves the right to expel a student for serious breach of discipline. Fees will not be refunded.

9. Grievance resolution

9.1 UTS:INSEARCH has policies and procedures in place for the hearing of student difficulties and grievances. If you are not satisfied with the outcome, UTS:INSEARCH has an independent dispute resolution process available.

9.2 This agreement does not remove the students' right to take further action under Australia's consumer protection laws.

10. Student Privacy

10.1 UTS:INSEARCH acknowledges and respects the privacy of students. It is required under the Privacy Act 1988 (Cth) to comply with the National Privacy Principles in respect of the collection, use and disclosure of personal information from individuals.

10.2 UTS:INSEARCH collects personal information from students for the purposes of processing applications and providing services to students. This information will be disclosed to a third party (if authorised by the student in writing) and to UTS where applicable.

10.3 UTS:INSEARCH has an obligation under Commonwealth and State legislation to provide information to certain government departments. This includes information regarding domestic students, including FEE-HELP students, which will be disclosed to DEEWR and the Australian Tax Office (ATO) as applicable.

10.4 Provision of personal information is voluntary, but if it is not provided, UTS:INSEARCH may be unable to process the student's application.

10.5 Students have a right to access and alter their personal information.

10.6 Please direct any privacy enquiries you may have to: The Privacy Officer, INSEARCH Limited PO Box K1085, Haymarket NSW 1240[T] + 61 2 9218 8600[E] privacy@insearch.edu.au [W] www.insearch.edu.au

11. Definitions

In these Terms and Conditions, the following definitions apply:

11.1 Course: For Academic courses, one semester of study in a UTS Foundation Studies program or Diploma course; and

11.2 Academic course: UTS Foundation Studies program or Diploma.

11.3 In the application form CRICOS means: Commonwealth Register of Institutions and Courses for Overseas Students.