

ENROLMENT POLICIES (International Students)

JP International College

RTO Code: 88196 CRICOS Code: 03190J

Enrolment Terms and Conditions

Enrolment fee for Courses

All JP International College course applicants must pay a *non-refundable* enrolment fee of **AUD\$250.00**.

Tuition Fees

Tuition fees **DO** cover the charges for tuition administration.

Tuition fees **DO NOT** cover the charges for accommodation, living expenses, textbooks, uniforms, stationery, personal tools or equipment.

If fees are not paid by the due date, a *late fee* of **\$250** will be charged and students may lose their place in the course.

Transfer of Fees

No fees will be transferred to other external institutions or persons.

Cancellation & Refund policy

1. If an enrolment for a student visa is rejected for an international student applying for enrolment from offshore, then all course fees will be **refunded in full** provided that documentary evidence is supplied within fourteen (14) days of visa rejection. The enrolment fee will not be refunded.
2. If a student withdraws from a course and supplies JP International College written notification more than 28 days prior to the course commencement date, **80%** of the total course fees paid will be refunded. The enrolment fee will not be refunded.
3. If a student withdraws from a course less than 28 days prior to the course commencement date, **60%** of the total course fees paid will be refunded. The enrolment fee will not be refunded.
4. If a student withdraws from a course at any time after the commencement date of the course **No Refund** will be made.
5. As a member of the ACPET TPS, if we are unable to fulfil our obligations to complete a course, the international student will be offered a no cost enrolment into another ACPET TPS member Institute.
6. We undertake to make payment of all refunds within **28 days** of receipt of a written enrolment for refund.

Refunds Paid If JP International College defaults:

1. If the offered course does not start on the published or agreed starting day.
2. If the course ceases being provided after it starts and before it is completed or if a course is not provided fully to the student because JP International College has a sanction imposed by ASQA or the ESOS Act 2000.
3. JP International College will pay a full refund to all international students within two weeks after the default day. We will provide all students with a statement that explains how the refund amount has been calculated.
4. Students are not permitted to transfer course fees to another student.
5. Students cannot transfer to another course at another institution within the first six months of commencement of a course.

Note: The refund policy is subject to review from time to time. Please check the current refund policy before accepting an offer. **“This agreement does not remove the right to take further action under Australia’s consumer protection laws for unpaid and overdue fees.”**

English language proficiency & Minimum scores

To gain admission into a course, students must demonstrate English language proficiency. Students must show certified proof of their proficiency or proof of having passed an English Language Test in the last two years. IELTS is the preferred test for English proficiency.

International English Language Testing System (IELTS) – A **minimum** IELTS score of **5.5** is required for any JP International course. Results of other testing systems may be accepted subject to availability of current documentation. Certified copies of IELTS certificates are required with this enrolment. **Submitted results should be less than two (2) years old.**

Academic qualifications & Recognition of Prior Learning

JP International College offers courses at different levels. Enrolling students may apply for **Recognition of Prior Learning (RPL)** for whole units of competencies. **Note** that the awarding of RPL may not shorten the overall course duration as students may be required to participate in further academic project work to ensure that they meet the requirements of their student visa conditions.

Arrival and Orientation

Students are required to arrive **two weeks** prior to course commencement for enrolment and orientation programs.

Academic Performance

If students do not make satisfactory academic progress they may need to re-enrol or not be permitted to continue.

Hospitality Students

This qualification has a work-placement component.

Course transfer

The student cannot transfer from an allocated course during their first semester.

Definitions

Semester - Consists of 20 weeks of study.

Annually – Each academic year is made up of 2 semesters to a total of forty weeks

How to Apply: A step-by-step guide for International Students. Read this information carefully.

1. Choose a course and check the course outline for English and academic entry requirements.
2. After reading the terms & conditions complete the enrolment form.
3. Ensure you have attached all the relevant documentation.
4. Return your enrolment form, and the necessary documentation via email or post to support@jpic.edu.act.au
5. If your enrolment is successful you will receive a letter of offer in your nominated course. We will advise you about fee payment (including the AUD\$250 enrolment fee), how to apply for your student visa and arrangements for airport pickup and accommodation if required.
6. Upon receipt of your fees, and confirmation that you have signed the Terms & Conditions on the enrolment form, we will send you an electronic Confirmation of Enrolment (eCoE) which is used to apply for your student visa.

Payment

Payment should be forwarded by bank transfer:

Account Name: JP International College

Account Number: available on request (in Letter of Offer)

Tuition fees must otherwise be paid in the form of a bank draft, bank cheque or bank transfer and made payable to JP International College. JP International College will not be responsible for any moneys paid to an agent.

Overseas Student Health Cover (OSHC)

For **all** new and continuing international students, it is important (and a compulsory visa requirement) to hold and maintain valid Overseas Health Cover (OSHC) for the duration of time they are staying in Australia. For new students, you will need to purchase OSHC before you come to Australia to ensure you are covered immediately upon arrival.

You can purchase OSHC online by visiting the OSHC insurers’ website – e.g., **AHM OSHC, Allianz Global Assistance, BUPA Australia, Medibank Private, NIB OSHC**, etc. The cost of OSHC will vary depending on the type of cover required. The **average cost of minimum cover** is \$556 for 12 months singles cover; \$2,915 for 12 months couples cover; \$5,117 for 12 months family cover (Australian dollars).