

Please complete this form and attach copies of all documents required. Your application cannot be considered without full documentation being attached.

## INTAKE DATES

The classes are as follows:

### SYDNEY

8:45 AM - 5:30 PM  
Monday - Sunday

### MELBOURNE

8:45 AM - 5:30 PM  
Monday - Wednesday

8:45 AM - 5:30 PM  
Saturday - Sunday

### BRISBANE

8:45 AM - 5:30 PM  
Wednesday - Saturday



Please refer to the Professional Year website (<http://professionalyear.info/program-calendar/>) for the intake dates for Sydney, Melbourne and Brisbane.

## PROGRAM SELECTION

PY Career Accelerator

PY Startup Accelerator

Location:

Brisbane

Melbourne

Sydney

Study option:

Weekends

Weekdays

Saturday

Monday

Sunday

Tuesday

Wednesday

Study date:

## STUDENT DETAILS

Student name:

Date of birth:

Gender:

Female

Male

Other

Country of Birth/  
Nationality:

Passport No:

Expiry date:

Address in Australia:

Postcode:

Mobile:

Email:

Emergency contact details in Australia

Full Name:

Address:

Email:

Mobile/phone:

Emergency contact details overseas

Full Name:

Address:

Email:

Mobile/phone:

## VISA DETAILS

If you hold a current Temporary Graduate Visa (subclass 485) please complete this section:

485 Visa Expiry Date:

If you don't hold a current Temporary Graduate Visa (subclass 485) please specify your visa type:

Bridging A

Other:

Visa Expiry Date:

## EDUCATION HISTORY

Details of tertiary course studied in Australia, a minimum of two (2) years.

University/Institution	Course name	Start Date	Completion Date

## ENGLISH PROFICIENCY

Please complete the below IELTS Score, a minimum score of 6.0 points overall with no bands less than 6.0, a PTE score of 50 overall, with no bands less than 36.

Listening: \_\_\_\_\_ Reading: \_\_\_\_\_ Writing: \_\_\_\_\_ Speaking: \_\_\_\_\_ Overall: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Test Report Form Number: \_\_\_\_\_

## ENTRY REQUIREMENTS CHECKLIST

To successfully enrol into the program, you need to have certified copies of all the following:

Passport - Photo page and Expiry Date page.

VISA - Temporary Graduate Visa (subclass 485) / Bridging Visa / Payment Receipt of application for 485 Visa & valid for a minimum of 15 months from the ECA PY Class commencement date.

ELTS Test Results – minimum score of 6.0 points overall with no bands less than 6.0 for ECA PY and valid at the time of course commencement.

Letter of Assessment from the relevant Governing Body (ACS). This is optional.

Resume.

An Australian Bachelor's/ Master's degree in Information Technology (ACS PY):

Academic Transcript - minimum of two (2) years study in Australia.

Completion Letter - minimum of two (2) years study in Australia.

## AGENT DETAILS

Fill up the fields below if you had assistance with enrolment:

Agent name:

Agency name:

Agent email:

Agent Mobile/Landline No:

Agent Stamp

## COURSE FEES

Choose the payment option that suits you better. ECA Scholarships are available for eligible students. For more information contact your Agent.

### ACS PYP

Tuition Fee	\$8,500
Enrolment Fees (non-refundable)	\$200
Skill Voucher*	\$3,000
<b>Total</b>	<b>\$11,700</b>
Instalment Options (for Tuition Fee)	6 X \$1,416.67

### Tuition Fee

To pay your Tuition Fee, you can choose to either:

**Pay the Tuition Fee in full OR Pay in easy monthly Instalments.**

### Skill Voucher

\*For the Skill Voucher, complete your Promotional Code once you receive your Voucher (through the landing page on [eca.edu.au/accelerator](http://eca.edu.au/accelerator)).

Skill Voucher Promotional Code:

## TERMS AND CONDITIONS – PY CAREER ACCELERATOR AND PY STARTUP ACCELERATOR

- The ECA Professional Year Skill Voucher applies to enrolments in ECA PY classes.
- The ECA Professional Year Skill Voucher must be presented with your program application to be valid.
- A monthly instalment plan option is available for students using the ECA Professional Year Skill Voucher.
- The ECA Professional Year Career skill voucher cannot be used in conjunction with any other promotional offers.
- If the student does not get a professional job in their field of study, (Information Technology) or establishes a start-up company in Australia, after a PY Career Accelerator or PY Start-up Accelerator placement, within 6 months of completion, the student will receive the full value of the skill voucher back.
- All claims for a skill voucher refund must be supported with a bank statement held in the name of the student for at least 2 quarters prior to the claim date.
- Available to all prospective students that satisfy ECA Professional Year eligibility criteria.
- Students must abide by ECA PY's withdrawal and payment recovery procedures for either / or non-payment of the Tuition Fee or the Skill Voucher.

## DECLARATION

I, \_\_\_\_\_

(Student's Full Name printed in block letters)

1. Declare that the information and supporting information provided in this application form is accurate and complete.
2. Acknowledge that if I have provided incorrect, incomplete or fraudulent information, ECA reserves the right to cancel my enrolment at any time.
3. I know and accept that I must abide by all terms and conditions of my Visa as set by the Department of Home Affairs.
4. I am responsible for and able to meet all my obligations to pay the Professional Year (ECA PY) Course and all associated fees\*.
5. Understand and agree to be bound by the Fee Payment, Refund Policies and Conditions of ECA\*.
6. Understand that I must provide ECA written notice of any changes to my residential address and contact details, within seven (7) days of the changes.
7. Understand that my personal information will be made available to the ACS (ECA PY) | the Department of Home Affairs and other Australian government bodies as required by law but within privacy laws.
8. Understand that, due to provisions in various government privacy regulations, ECA will not provide any information about my application, enrolment and progress to any third party such as parents, friends or relatives without my written consent.
9. Understand that ECA may amend the Conditions of Enrolment at its sole discretion and that ECA will notify all students in writing of any changes applicable to their enrolment.
10. Understand that I must comply with all ECA PY Course policies relating to class attendance and the Internship\*.
11. Understand that all lessons and related materials supplied by ECA are copyrighted and remain the property of ECA. Any unauthorised copying may constitute a breach of the Copyright Act 1968 (as amended).
12. Understand that I am required to meet ECA PY Course requirements and to abide by ECA Rules and Regulations relating to student conduct. If I breach any of these rules or behave in a manner deemed unacceptable by ECA, as outlined in the ECA PY Student Handbook, my enrolment may be cancelled.
13. Understand that I am required to attend organised activities, such as an Internship, as part of my ECA PY Course. ECA and/or any Host Company will not be liable for any expenses, loss or damage to the student as a result of authorising and/or arranging medical treatment as deemed necessary in the event of an emergency.
14. Understand that I am responsible for my own stationery and personal items. ECA is indemnified from all liability and claims for any loss or damage to, such items, however caused.
15. Understand that the Governing bodies expect 100% of attendance and that ECA is not responsible for any changes to my work commitments or personal circumstances.
16. Understand that ECA has a Complaints & Appeals Policy; please refer to the ECA PY Student Handbook.
17. Understand that ECA courses only commence when minimum numbers are reached. Should ECA be unable to commence a scheduled course, the students enrolled in the ECA PY Course will be offered the first position for the next intake date.
18. Understand that a total refund of the Course Fee will be made in the following circumstances:
  - i. ECA is unable to offer the proposed course and where a suitable alternative cannot be provided.
  - ii. ECA refuses the application for enrolment after the Course Fee has been paid and prior to commencement of any ECA PY classes.
  - iii. Written notice of cancellation is received four (4) weeks prior to commencement of the course.
19. Understand that students are not permitted to transfer classes in the ECA PY Course. This will be considered in exceptional circumstances and understand that there may be a fee attached in doing so.
20. I understand that my enrolment is not confirmed until I have paid my enrolment fee and I have paid my first instalment.
21. All instalment payments must be paid via Direct Debit.
22. Have read, understood and accepted the above conditions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Refer to Professional Year Enrolment Terms and Conditions.

The Declaration beneath these terms and conditions must be signed for receipt of application. All students are responsible for knowing the requirements that apply for participation in the ECA PY Course. Failure to understand a requirement does not excuse a student for any failure to meet a requirement which will result in exclusion and/or non-completion of the ECA PY Course and forfeiture of all fees, paid and payable.

## PROFESSIONAL YEAR ENROLMENT TERMS AND CONDITIONS

### ECA PY Course Duration

ACS PY is a 44-week program. Students must allow a minimum of 52 weeks from the ECA PY class commencement date, not the date of application. This is for the receipt of appropriate paperwork required for further Visa lodgement.

### Class Timings & Attendance Requirements

ECA PY Class start times may vary, please refer the ECA PY website for details: <http://professionalyear.info/>

Late arrival i.e. more than 30 minutes late, will result in a student being marked absent. The Governing bodies expect students to attend 100% of classes, failure to do so will result in a student failing to meet the minimum ECA PY Course requirements. 100% attendance is required for Internship. This is not negotiable.

### Leave Policy

There is no allowance for leave. You must complete all components of the ECA PY Course. There is no leave allowed for any professional test or exam; this includes IELTS. The Governing bodies expect students to attend 100% of classes, failure to do so could result in a student failing to meet the minimum ECA PY Course requirements.

Any sick leave must be supported by a Doctor's Medical Certificate that explains your absence. All evidence is independently validated. Special, Urgent or Family leave must be requested in writing and leave may be permitted depending upon the circumstances and timing. Any type of leave may result in your course being extended and therefore these rules must be considered in the light of changing circumstances and determinations by Department of Home Affairs.

### Plagiarism

All work undertaken must be students' own work. Any plagiarism will result in the immediate expulsion from the ECA PY Course. No warnings will be issued. Plagiarism is defined as "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work".

### Visa Validations

Students must have a Temporary Graduate Visa (subclass 485) or a Bridging Visa, having applied for your 485-visa with a minimum of one (1) year validity from the date of ECA PY class commencement, not the date of application.

### Internship

Internship will not be confirmed or approved for a student, until their fees have been fully paid. Internships are 245 hours completed over a minimum of 12 weeks. Internships are approved and administered by ECA. Internships are unpaid. Internships are offered on a best effort basis. On some occasions the work may not match your desired area of specialisation.

Internships are for work experience and not as a basis for future employment. You must complete the Internship offered. If you choose not to do the Internship offered, you will be responsible for finding your own Internship. If undertaking an Internship arranged by yourself, it must be approved in writing by the Internship Department before commencement. Once started, you must complete that Internship. You cannot withdraw or change to another Internship. Failure to complete the approved/agreed Internship will result in failure of the ECA PY Course. All students are encouraged to seek Internships with companies with which they have direct relationship such as their current employer. Students must not contact external Internship service companies directly. This can lead to additional unnecessary fees being paid by you. Students may not solicit payment of future job roles. This is unprofessional and will result in expulsion from the ECA PY Course. Understand that ECA can only guarantee Internships within the Sydney, Brisbane and Melbourne metropolitan areas. If you wish to receive an Internship outside your metropolitan area, you will accept responsibility to arrange your own Internship.

### Contact with Students

You must always be contactable during the ECA PY Course. You must provide a valid email address and mobile phone number that you will always actively monitor and make available.

If we are unable to contact you or we don't receive a response from you within fourteen (14) days of leaving a message for you to contact us, we will assume you have withdrawn from the ECA PY Course and will advise the Governing bodies and Department of Home Affairs accordingly. All fees will remain due and payable.

### Correspondence

All correspondence must include your Student Number, Full Name, Email Address, Mobile Phone Number and the name of your ECA PY Trainer, e.g. Student No.123456789, Name: John SMITH, Email: johnsmith@email.com, Mobile No.0400 000 000, Trainer: George Teacher.

### Advice to External Certifying Authorities

ECA will advise the Governing bodies and Department of Home Affairs of your failure to adhere to these Professional Year Enrolment Terms and Conditions. If ECA becomes aware of changes to the student's status, it will advise the Governing bodies and Department of Home Affairs accordingly.

### Fee Payments, Withdrawals & Expulsion

There is no deferment of fees. Once accepted, you are responsible for the full course fee, and it is your responsibility to pay all fees on time. There are no allowances for withdrawals. You may withdraw of your own volition, but all fees will remain due and payable. If you withdraw or are dismissed or are otherwise expelled from the ECA PY Course, all fees will remain due and payable.

**Fee Payment via your Agent**

All fees for your ECA PY Course made directly to your Agent must be supported by payment receipts as evidence of your fee payment. It is your responsibility to ensure your Agent forwards all payments for your ECA PY tuition directly to the ECA Accounts Department in a timely manner. It is your responsibility to meet these payment deadlines. The due dates for your payments are specified on your Offer Letter. Failure to make these payment dates will impact directly on your graduation. ECA does not provide 'reminder' notices.

**Direct Online Fee Payment**

If you make a direct online payment, please print out and keep a copy of your direct online payment receipt. Please forward this receipt to [applypy@eca.edu.au](mailto:applypy@eca.edu.au) with your Student Number, your Full Name and contact details. The due dates for your payments are specified on your Offer Letter. Failure to make these payment dates will impact directly on your graduation. ECA does not provide 'reminder' notices.

**Late Fees, Late Payment Penalty & Expulsion from ECA PY Course**

All fees must be paid by the due date; otherwise late fees of \$50 per week apply from the first day that the payment is late. The due dates for your payments are specified on your Offer Letter. ECA does not provide 'reminder' notices.

Where a student or Agent elects to pay by instalments they must pay each and every installment before the due date.

If the due date falls on a non-working day such as a Saturday, Sunday or Public Holiday, you must make the payment prior to the due date. If you are away or otherwise busy on the due date, you must pay prior the due date. If, on the due date there are insufficient funds in your account or credit card when using BPay, EFTPOS or bank transfer, the fee is unable to be paid, you are late and still liable for the payment.

Where a student's fee payment is overdue, their enrolment may be cancelled. All outstanding fees must be immediately settled and paid.

To re-join, a new enrolment fee (\$200) will be applied; all outstanding payments and penalties must be immediately settled and paid. There are no exceptions.

## DECLARATION

I declare that I have read, understand and agree with these Professional Year Enrolment Terms and Conditions.

Student's Signature

Date

**Complete this form and return to****Brisbane Campus**

126 Margaret Street  
Brisbane QLD 4000  
Australia

**Melbourne Campus**

Level 7, 399 Lonsdale  
Street  
Melbourne VIC 3000  
Australia

**Sydney Head Office**

Level 1, 160-166  
Sussex Street  
Sydney NSW 2000  
Australia

**Sydney Chippendale  
Campus**

55 Regent Street  
Chippendale NSW  
2008  
Australia

**Email**

[applypy@eca.edu.au](mailto:applypy@eca.edu.au)

**Website**

[professionalyear.info/](http://professionalyear.info/)