DIPLOMA OF COMMERCE
DIPLOMA OF SCIENCE

YOUR ENTRY TO A BACHELOR OF COMMERCE/
BACHELOR OF SCIENCE AT THE UNIVERSITY
OF WESTERN AUSTRALIA
"A very warm welcome to The University of Western Australia’s (UWA) Claremont campus; a vibrant community on a beautiful garden campus offering an ideal combination of experienced academic staff, high quality education courses, modern facilities and resources and an entertaining suite of social and sporting activities.

UWA Claremont is located just three kilometres from the main UWA campus in Crawley, allowing easy access to all the academic and social facilities at UWA.

A Taylors Diploma program is a guaranteed pathway into the second year of a Bachelor of Commerce or Science degree at UWA.

My challenge to you is to embrace the opportunity presented by this pathway. Study well and reap the rewards. I look forward to seeing you at our campus."

DAVID BERRY
Taylors College Campus Director, Perth

* Upon successfully completing the Taylors College Diploma of Commerce or Science
A TAYLORS DIPLOMA IS YOUR SECOND CHANCE TO STUDY AT UWA, WESTERN AUSTRALIA’S PREMIER UNIVERSITY.

A GREAT REPUTATION
UWA has achieved global recognition as a world top 100 university and five star ratings in graduate outcomes and graduate starting salaries according to the ‘Good Universities Guide 2015’ – the foremost non-government ranking of Australian universities.

UWA GRADUATES GET GREAT JOBS
UWA graduates have consistently been the most successful in gaining full-time employment in Australia when compared to graduates from other Western Australian universities and they have matched or exceeded national graduate employment rates*. You can be confident that your UWA degree will be an investment in your future – both financially and intellectually.

DYNAMIC AND FUN ENVIRONMENT
With over 25,000 students enrolled at UWA from Australia and around the world, it is a vibrant and exciting place to be.

PRACTICAL EXPERIENCE
UWA offers many practical learning experiences both within and outside the classroom, enhancing your skills and giving you essential knowledge of your planned industry.

UWA STUDENTS GET RESULTS
The success of UWA’s student population is recognised worldwide as is their commitment to making the world a better place.

The UWA Business School team were national winners and competed in Washington DC at the Enactus World Cup for their entrepreneurship projects that encourage empowerment of people in need both locally and overseas in 2012 and were runner ups in the 2013 National Championships.

UWA won the national Engineers Without Borders competition 3 years in the past 7 years with their designs for creating a low-cost water filtration system for poor communities; using worms to process organic waste; and reusing plastic bottles to trap mosquitoes and eliminate malarial infection.

HELP AND SUPPORT
The University offers you the help and support you need to ensure that you complete your studies successfully through programs such as UniMentor and StudySmarter. UWA’s UniMentor program links first-year students with a more experienced student to help them get the most from their studies and life at university.

* Based on results from the Graduate Destinations Survey careers.uwa.edu.au/staff/survey/findings
The Taylors Diploma programs have been specially designed as alternative pathways into the Bachelor of Commerce and Bachelor of Science degrees at UWA.

The Diplomas were developed in consultation with UWA lecturers and are taught by current academics at UWA, so you will be prepared to succeed at university.

**ENTRY INTO SECOND YEAR OF A BACHELOR OF COMMERCE OR SCIENCE DEGREE**

To enter into the second year of a Bachelor of Commerce or Bachelor of Science you will need to achieve a pass mark of 50% in all eight Diploma units.

Your successful completion of these units will be recognised by UWA and counted as completion of selected majors of the first year of a Bachelor degree, with 8 credit exemptions granted out of the 24 needed to complete a Bachelor.

**WHY SHOULD I STUDY A TAYLORS DIPLOMA?**

If you missed out the ATAR you needed, this is your second chance to study at UWA, a member of the leading ‘Group of Eight’ Australian universities.

After graduating with a Bachelor of Commerce or Bachelor of Science from UWA, you will be highly regarded by employers, who value the quality education that UWA students receive.

The Taylors Diploma program is the right choice for you:

**Flexibility**

The Diplomas are available in either an 8 or 12 month program format, allowing you to choose the option that best suits your study style or preferred start date.

**Support**

We give you the support and individual attention you need to prepare you for entry into the 2nd year of university. Highly qualified staff use a collaborative learning approach to deliver the Diploma program, which actively engages you in the learning process.

**Study at UWA’s Claremont Campus**

The Diploma programs are offered at Taylors College, located on the Claremont campus of UWA.

Our buildings contain state-of-the-art teaching facilities to create the perfect learning environment. As a Taylors College student you will also have access to the university library and Student Guild on the main campus.
UWA BACHELOR OF COMMERCE

A Taylors Diploma of Commerce is your guaranteed* pathway into the Bachelor of Commerce at UWA. The program has been designed as an alternative to the 1st year of a Bachelor of Commerce, and upon successful completion you will progress into the Bachelor.

The Bachelor of Commerce from UWA offers you a global perspective on business, providing you with the skills, knowledge and experience you need to pursue a career within the business, government and not-for-profit sectors. A degree in Commerce provides you with the scope to enter a wide range of business fields, reflected in the various majors offered within this degree.

With units delivered predominantly through UWA’s state-of-the-art Business School, you will learn from leading academics, have opportunities to develop valuable industry networks and graduate with an internationally recognised degree.

* Students will need to achieve a pass in all 8 units of the Diploma of Commerce
KEY FACTS

Duration
• 8 months, over 2 trimesters of 14 weeks each; or
• 12 months, over 3 trimesters of 14 weeks each

Class size
• 20 - 25 students

Assessment
• A combination of coursework assessment and final examinations

To transfer credit to UWA, students must achieve a minimum pass level of 50% in each Diploma of Commerce unit.

Course Content

General Units
• Effective Communication A
• Introductory Mathematics

Specialisations
• Microeconomics
• Macroeconomics or Introduction to Finance
• Business Statistics
• Principles of Management
• Introductory Marketing
• Principles of Accounting

2015 INTAKE DATES

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<thead>
<tr>
<th>INTAKE</th>
<th>DURATION</th>
<th>ORIENTATION</th>
<th>TERM 1</th>
<th>TERM 2</th>
<th>TERM 3</th>
<th>2ND YR UWA</th>
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</table>

*Students will be required to study Introduction to Law (LAWS1104) once they transfer to UWA.
UWA BACHELOR OF SCIENCE

The UWA Bachelor of Science provides you with both the technical and theoretical knowledge needed for your career as well as the professional skills that will help set you apart from others. Strong communication and research skills embedded throughout each major will prepare you for many diverse and exciting careers. The course has been tailored in consultation with representatives from leading organisations, ensuring students graduate with an industry-relevant degree.

Under UWA’s undergraduate degree structure, students complete at least one major, as well as a number of units designed to broaden their educational experience.

A major is an area of specialisation within a degree; the area that a student chooses to focus on for the bulk of their undergraduate studies.

For Diploma of Science students who wish to pursue an Engineering qualification from UWA, they will be able to pathway into the 2nd year of a Bachelor of Science with a major in Engineering Science after they successfully complete their Diploma*.

The Engineering Science Major is the best pathway to the Master of Professional Engineering and provides students with fundamental engineering knowledge and develops their scientific, communication and problem solving skills.

* Students will need to achieve a pass in all 8 units of the Diploma of Science
KEY FACTS
Duration
- 8 months: 4 units per trimester
- 12 months: 2-3 units per trimester
Class size
- 20-25 students
Assessment
- A combination of coursework assessment and final examinations

To transfer credit to UWA, students must achieve a minimum pass level of 50% in each Diploma of Science unit.

Course Content
General Units
- Effective Communication A
- Effective Communication B
Specialisations
- Mathematics A
- Mathematics B
- Physics A
- Physics B
- Chemistry A
- Computing
- Engineering Principles A
- Engineering Principles B

Students who successfully complete the Diploma of Science will receive eight (8) units of credit into one of these six specific majors in the Bachelor of Science degree.

Majors available to Diploma of Science graduates include:
- Engineering Science
- Computer Science
- Data Science
- Mathematics & Statistics
- Quantitative Methods
- Physics

Students will need to seek advice about the amount of credit they would be awarded for first year if they elect to take up any of the other majors in the Bachelor of Science in their second year studies at UWA. In doing so, students should be aware that they may take longer than normal to complete their undergraduate degree because they may have to study some first year core and complementary units associated with their preferred major.

2015 INTAKE DATES

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<tr>
<th>INTAKE</th>
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<th>ORIENTATION</th>
<th>TERM 1</th>
<th>TERM 2</th>
<th>TERM 3</th>
<th>2nd YR UWA</th>
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</table>
The new and improved University Hall (formerly Currie Hall) offers a unique, independent and supervised College lifestyle on The University of Western Australia’s doorstep.

UNIVERSITY HALL*

University Hall is UWA’s own residential college, located directly opposite the main UWA campus.

The Hall offers single, non-ensuite rooms with internet and telephone connections. Meals are provided daily with all dietary needs catered for, including halal and vegetarian.

For University Hall prices and to apply online, visit unihall.uwa.edu.au.

* Previously Currie Hall, renamed University Hall from 2013.
TAYLORS DIPLOMA PROGRAMS

The grades listed to the left are a guide to the entry level required. Every application is carefully considered and the academic assessment is based on our many years of experience in assisting students.

RECOGNITION OF PRIOR LEARNING (RPL)

The College recognises relevant prior learning in the form of post-secondary study at diploma level or above and in the form of practical/professional work experience.

RPL submissions may be considered as part of—and at the same time as—the larger college application process. In the case of undergraduate award courses, to qualify a student must normally complete a minimum of (the equivalent of) 50% of the award course at the college. In general it is expected that students applying for credit will complete at least 50% of the final year of the degree.

For further arrangements about RPL and credit arrangements, please provide all prior transcripts and subject descriptions to admissions.

MATURE AGE ENTRY

To meet mature age entry requirements applicants must be at least 20 years old. Past academic or work experience may be considered.

Applicants seeking entry to the program based on work experience must submit a CV showing past work experience. Applicants should have at least two years of relevant work experience and provide at least two business referees to verify employment and the tasks undertaken.

ACADEMIC ENTRY REQUIREMENTS

- Year 12 – ATAR – 70 pass in relevant academic subjects with:
  - English - scaled score of 50 or more in 2A/2B of English, English Literature, EAL/D or equivalent
  - Minimum scaled score of 50 or more in WACE Mathematics 3C/3D and Mathematics Specialist 3C/3D; Physics 3A/3B and Chemistry 3A/3B or equivalent (Diploma of Science only); or
  - Satisfactory completion of a Tertiary Preparation Program (Certificate IV or above); or
  - Successful completion of a TAFE or other nationally recognised Certificate IV qualification in any discipline; or
  - Mature age entry (20) with minimum 12 months relevant employment experience

For a full list of 2015 program fees, visit: taylorscollege.edu.au

<table>
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<tr>
<th>PROGRAM</th>
<th>FEE (A$)</th>
<th>FIRST INSTALMENT</th>
<th>SECOND INSTALMENT</th>
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<tr>
<td>DIPLOMA OF COMMERCE</td>
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<tr>
<td>February (8 months)</td>
<td>$15,500</td>
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<td>On Acceptance</td>
<td>$7,750</td>
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<td>February (12 months)</td>
<td>$15,500</td>
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<td>On Acceptance</td>
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<td>June (8 months)</td>
<td>$15,500</td>
<td>$7,750</td>
<td>On Acceptance</td>
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<td>June (12 months)</td>
<td>$15,500</td>
<td>$5,167</td>
<td>On Acceptance</td>
<td>$5,167</td>
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<td>October (8 months)</td>
<td>$15,500</td>
<td>$7,750</td>
<td>On Acceptance</td>
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<td>October (12 months)</td>
<td>$15,500</td>
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<td>On Acceptance</td>
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<tr>
<td>DIPLOMA OF SCIENCE</td>
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<td>February (8 months)</td>
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<td>On Acceptance</td>
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<tr>
<td>February (12 months)</td>
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<td>On Acceptance</td>
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<td>On Acceptance</td>
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Notes:
Enrolment Fee $300. This is a compulsory and non-refundable fee included with initial payment.
Current as at August 2014 and subject to change without notice. Please refer to the Taylors College website to confirm fees.
All fees and additional costs are quoted in Australian dollars. All prices include GST where applicable.
Payment made by credit cards (Visa, MasterCard and American Express) will attract a 2% surcharge.
How to apply

Step 1
VISIT US
taylorscollege.edu.au/perth

Step 2
ATTEND A CAMPUS TOUR
(Highly Recommended)
You can register on the website.

Step 3
LODGE AN APPLICATION FORM
There’s no need to wait for your Year 12 results – the College accepts applications at any time throughout the year.
Visit taylorscollege.edu.au/apply; OR
Complete the application form and return it to the Admissions Centre:
Level 8, 97-99 Bathurst Street,
Sydney NSW 2000
E: anziscadmissions@studygroup.com

Step 4
SUBMIT YOUR RESULTS WHEN YOU GET THEM
Submit Year 12 results (ATAR or equivalent, TAFE and/or other post-secondary academic results) and any other relevant documentation.
APPLICATION FOR ADMISSION

DOMESTIC STUDENTS

Taylors Diploma of Commerce | Taylors Diploma of Science

Please print clearly in English and in BLOCK letters. Tick boxes where appropriate.

STUDENT DETAILS

<table>
<thead>
<tr>
<th>Title</th>
<th>Family Name</th>
<th>Given Names</th>
<th>Male</th>
<th>Female</th>
<th>Age</th>
<th>Date of Birth (day/month/year)</th>
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CITIZENSHIP/VISA DETAILS

Supporting Documentation should be attached to this enrolment form

Are you an Australian citizen? | Yes ☐ No ☐
Are you a New Zealand citizen? | Yes ☐ No ☐
Do you hold a permanent resident visa? | Yes ☐ No ☐
(excluding Humanitarian Visa)

Are you a permanent resident visa? | Yes ☐ No ☐
Temporary Entry Permit (Student Visa) | Yes ☐ No ☐
Do you hold a permanent humanitarian visa? | Yes ☐ No ☐

NEXT OF KIN CONTACT DETAILS

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<tr>
<th>Name</th>
<th>Relationship to Student</th>
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PREVIOUS EDUCATION

Please attach verified copies of all academic transcripts or reports (translated into English)

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<tr>
<th>Name of Qualification</th>
<th>Year Awarded</th>
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<th>Name of School/College/University</th>
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<th>Country/State</th>
<th>Language of Instruction</th>
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If you are currently completing a qualification, please indicate when you expect to complete this study (month/year)

ENGLISH LANGUAGE

If the language of instruction in previous education was not English, all students must demonstrate an acceptable level of English proficiency to gain admission to the Taylors Diploma academic programs. Please provide evidence of your English language proficiency by submitting your English language test results taken in the last two years.

Academic IELTS (score)

<table>
<thead>
<tr>
<th>Overall</th>
<th>Listening</th>
<th>Reading</th>
<th>Writing</th>
<th>Speaking</th>
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Other (please supply)

For all other tests accepted by the Admissions Department, please refer to taylorscollege.edu.au
COURSE SELECTION

<table>
<thead>
<tr>
<th>Course</th>
<th>Start Date</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Taylors Diploma of Commerce</td>
<td>February</td>
<td>8 months</td>
</tr>
<tr>
<td>Taylors Diploma of Science</td>
<td>February</td>
<td>8 months</td>
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DISABILITY

Do you have a disability, impairment or long-term medical condition which may affect your studies?

Yes [ ] No [ ]

If yes, please indicate the area(s) of impairment:

- Acquired Brain Impairment
- Hearing/Deaf
- Intellectual
- Learning
- Physical
- Medical Condition
- Mental Illness
- Mobility
- Vision
- Other

If you have a disability, would you like to receive advice on support services, equipment and facilities which may assist you?

Yes [ ] No [ ]

DECLARATION AND SIGNATURE (THIS APPLICATION MUST BE SIGNED; OTHERWISE IT WILL NOT BE ACCEPTED)

I wish to be considered for admission to the course(s) I have shown on this application form. I agree that where I do not meet the entry requirements for the selected course or suite of courses, I will be offered an alternative Study Group course. I declare that to the best of my knowledge the information supplied within this application and the documentation supporting it is correct and complete. I acknowledge that the provision of false or misleading information may result in non-acceptance of the application or immediate exclusion from Taylors College. I authorise Taylors College, where necessary, to obtain from any other educational institution evidence of my academic records or seek other corroborating evidence with respect to my application. I also understand that under the provisions of the Higher Education Support Act 2003, Taylors College may release information provided in this application to Australian Commonwealth and State agencies as well as the Australian Council for Private Education and Training.

Taylors College is bound by the Privacy Act (1988) of the Commonwealth of Australia. Taylors College collects and uses any personal information provided to itself in accordance with the Act. The type of information and the use and disclosure of that information without any prior approval is set out in the Privacy Policy which can be found at taylorscollege.edu.au. By signing this application I acknowledge that I have read the Privacy Policy and consent to the use and disclosure of my personal information as set out in the Privacy Policy.

Signed (Student) [ ] Date [ ]

Signed (Parent, Legal Guardian*) [ ] Date [ ]

* If applicant is under the age of 18

SEND YOUR APPLICATION TO:

Admissions Centre
Level 8, 97-99 Bathurst Street, Sydney NSW 2000
T 02 8263 1888
E anziscadmissions@studygroup.com
Terms and conditions

Upon receiving a Letter of Offer and an Acceptance Form, an applicant will be asked to accept the following terms and conditions.

CANCELLATION AND REFUND POLICY

STUDENTS IN FEE-HELP ELIGIBLE COURSES

1. I understand that upon writing should I wish to cancel my enrolment in a FEE-HELP eligible course, or withdraw from a Unit of Study and that I can obtain a full refund of any monies paid, except where liability is expressly imposed by law. I agree to abide by the rules and regulations of the College.

2. I understand that if I withdraw from a Unit of Study before the Census Date, I will receive a refund of the tuition fees applicable to that new Unit of Study and I will only be entitled to a refund of the tuition fees and other charges paid to the College under the Contract.

3. I understand that the Census Date is not less than 20% through the Unit of Study.

4. I understand that if I advise in writing of my wish to cancel my enrolment in a FEE-HELP eligible course or withdraw from a Unit of Study after the Census Date, there will be no refund unless Special Circumstances apply. The Student will be responsible for any FEE-HELP surcharge that may apply.

5. I understand that if I wish to transfer to a different FEE-HELP eligible course, I must provide the College with a new Request for FEE-HELP Assistance Form 1292A prior to the commencement date of the relevant Census Date.

STUDENTS IN NON-FEE-HELP ELIGIBLE COURSES

1. I agree to pay the tuition fees and other charges applicable for my course on the due dates and acknowledge that failure to pay tuition fees and other charges may result in the fees remaining unpaid 14 days after the due date for payment.

2. I understand that if I withdraw from a Unit of Study after the Census Date, I will receive no refund of any monies paid, except where liability is expressly imposed by law. In addition to the provisions of this paragraph, the College will consider whether the contractual relationship (or any participatory copying) may constitute a breach of the Copyright Act 1968 (as amended).

3. I understand that should the College be required to obtain medical treatment for myself or should such a medical condition arise, I will be responsible for the cost of such medical treatment.

4. I understand that I will be required to pay the tuition fees and other charges payable to the College (or refunds) within this document. Any queries relating to course fees and other charges paid to the College under the Contract, or the refundable amount equivalent to 50% of the tuition fee of the course or first course within a package of courses shall be applicable.

5. I understand that if written notice is or after the start date of the course, there will be no refund of any monies paid in relation to that course unless the College, in its discretion, exercises its discretion to offer a suitable alternative course at no extra cost.

6. If I withdraw from a Unit of Study after the Census Date, I will receive no refund of any monies paid in relation to that course except the applicable application forms and current costs, can be obtained from the College.

7. I understand that if a student's course of study is terminated for any reason or is cancelled, I may be entitled to a refund of all fees and charges paid to the College under the Contract.

8. I agree to abide by the terms and conditions of enrolment and the published rules and regulations of the College.

STUDENT GRIEVANCE POLICY – ALL STUDENTS

1. Code of Conduct, Attendance and Discipline

Students are expected to abide by the terms and conditions of enrolment and the rules and code of conduct of the College. Disciplinary procedures will be applied in the event of a breach of these rules. Students are expected to apply the College’s policy and rules fairly and without favour, but if a student believes that this has not occurred the student may refer the matter to the Campus Grievance Counsellor. If the student is dissatisfied with the Grievance Counsellor’s decision, he/she may lodge a formal appeal. The appeal will be considered by the case review panel, which includes the Grievance Counsellor. All decisions will be communicated in writing and will occur within 20 business days.

2. Service and Academic Programs

In the event of a student complaint concerning the provision of services or teaching provided by the College, the student will report the matter to a person in a position of authority within the College. The complaint may be either dealt with by that person, or referred to the Grievance Counsellor where the Complaints and Appeals Procedure will be followed. All decisions will be communicated in writing and will occur within 20 business days.

3. Contractual and Financial Issues

Matters relating to the interpretation of the Contract, or the payment or refund of moneys, are stated clearly within this document. Any queries relating to course fees and other charges paid to the College (or refunds) will be dealt with by the College’s Financial and Administration staff.

4. Student Grievance Policy

If a student is dissatisfied with the decision, the matter will be referred to the Campus Student Services Manager.

5. External Grievance Procedures

In the event of a dispute between an individual student and the College, procedures are in place to facilitate the resolution of the dispute. If the student remains dissatisfied with the outcome, they may seek an independent review through the Administrative Appeals Tribunal (AAT).

6. Payment

Payment may be made to Taylors College using a number of methods. Payment for tuition fees and other charges payable to the College can be made by the method of payment stated on the invoice. Payment for tuition fees and other charges payable to the College can be made by the method of payment stated on the invoice. All payments must be made in accordance with the terms and conditions of enrolment and the College’s policies.

7. Privacy

Taylors College maintains a Privacy and Personal Information Policy which can be viewed at taylorscollege.edu.au. In addition to the provisions of this paragraph, the College will consider whether the contractual relationship (or any participatory copying) may constitute a breach of the Copyright Act 1968 (as amended).

8. Protection

In the event of a student complaint concerning the provision of services or teaching provided by the College, the student will report the matter to a person in a position of authority within the College. The complaint may be either dealt with by that person, or referred to the Grievance Counsellor where the Complaints and Appeals Procedure will be followed. All decisions will be communicated in writing and will occur within 20 business days.

9. Publicity

Students and their parents or guardians agree that the College, in its discretion, exercises its discretion to offer a suitable alternative course at no extra cost. In the unlikely event that the College is unable to deliver your courses, you will be offered a refund of the unused portion of prepaid tuition fees. The refund will be paid to you within fourteen days of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in a suitable alternative course at no extra cost. You have the right to choose whether you would prefer a refund of the unused portion of prepaid tuition fees, or to accept the College’s offer of a suitable alternative course. If you choose placement in another course, you will be asked to sign a document indicating your acceptance of the placement.

10. Student Grievance Policy – ALL STUDENTS

In the event of a dispute between an individual student and the College, internal procedures are in place to facilitate the resolution of the dispute. Full details are published on the website taylorscollege.edu.au.