



Offer Letter

Date of offer: DD/MM/YYYY

Student ID: TICXXXXXX

Name:

Address:

Dear (First Name) (Last Name),

We are pleased to offer you a place as an international student as per the details of the course outlined below.

Course Code- Course Name	CRICOS Code	Start Date - End Date	Duration	Enrollment Fee	Material Fee	Tuition fee	Total Course Fee
BSB50120 - Diploma of Business	104973D		54 Weeks	\$250.00	\$250.00	\$5,500.00	\$6,000.00
BSB60120 - Advanced Diploma of Business	104974C		64 Weeks		\$500.00	\$7,000.00	\$7,500.00
AUR30620 - Certificate III in Light Vehicle Mechanical Technology	106462M		63 Weeks	\$250.00	\$250.00	\$11,000.00	\$11,500.00
AUR40216 - Certificate IV in Automotive Mechanical Diagnosis	106463K		30 Weeks		\$500.00	\$4,500.00	\$5,000.00
SIT30821 - Certificate III in Commercial Cookery	111548G		52 Weeks	\$250.00	\$1,250.00	\$8,500.00	\$10,000.00
SIT40516 - Certificate IV in Kitchen Management	111549F		78 Weeks		\$500.00	\$3,500.00	\$4,000.00
SIT50422 - Diploma of Hospitality Management	112386A		65 Weeks		\$500.00	\$3,500.00	\$4,000.00
MSF30322 - Certificate III in Cabinet Making and Timber Technology	116079B		92 Weeks	\$500.00	\$2,000.00	\$22,500.00	\$25,000.00
CPC30220 - Certificate III in Carpentry	116080J		52 Weeks	\$500.00	\$1500.00	\$10,000.00	\$12,000.00
CPC40120 – Certificate IV Building and Construction	116081H		40 Weeks	\$500.00	\$500.00	\$9,000.00	\$10,000.00
CPC50120 – Diploma of Building and Construction (Building)	116082G		52 Weeks		\$500.00	\$11,500.00	\$12,000.00

Conditions of Offer

This letter of offer and your acceptance into the course offered is on condition that:

1. Your English level is sufficient to undertake the offered course. You must provide verified evidence of an IELTS score of 6.0 or equivalent evidence of English language capability. It will be at the discretion of the College as to what is regarded as equivalent evidence to an IELTS score of 6.0. If proof of sufficient English level was provided with your application form, then you have already met this requirement.
2. Your completed Written Agreement is accepted by the Techie International College.
3. You pay all required fees before the course commencement date. Minimum Deposit accepted by Techie International College is AU\$1,500. In case of visa refusal from overseas, you will be charged AU\$250 and rest of the amount will be refunded.
4. Applicant's minimum age should 18 years or above. Applicants under 18 years of age are not eligible for any courses offered by Techie International College.
5. You are required to have secondary or high school education equivalent to the Australian School Certificate level (Year 12).
6. You purchase Overseas Student Health Cover (OSHC) before commencing with the College and provide evidence to the College that you have the required insurance. You can find out more about purchasing OSHC at the [Department of Health and Aging](http://www.health.gov.au/internet/main/publishing.nsf/Content/Overseas+Student+Health+Cover+FAQ-1) (<http://www.health.gov.au/internet/main/publishing.nsf/Content/Overseas+Student+Health+Cover+FAQ-1>)

7. For any further Enrolment Conditions, please visit www.techie.edu.au

Please check the www.border.gov.au for additional or other requirements to obtain your student visa. In order for you to complete the enrolment and for the Electronic Confirmation of Enrolment (eCOE) to be issued you must:

1. Return a completed and signed copy of offer letter to the College by fax, post or email.
2. Provide proof of identity and all required documents according to Techie International College's document checklist.
3. Pay the minimum deposit of AU\$1,500.
4. Provide evidence that you have purchased Overseas Student Health Cover

Note: Fees will not be accepted until the College has received and accepted your completed and signed copy of the 'Written Agreement. After your acceptance documents have been received and accepted by the College and fees paid, the College will create and send your Electronic Confirmation of Enrolment (eCOE).

Please refer to the Student Handbook for all pre-enrolment information.

Please click the following link for College's complaint and appeal policy <https://techie.edu.au/policies/>

We look forward to welcoming you at our College.

Yours Sincerely

Vimmi
Chief Executive officer
Techie International College
RTO: 45380 CRICOS: 03815C
Building C, 60 Belfast Street, Broadmeadows, VIC 3047
Web: www.techie.edu.au

Written Fee Agreement

TECHIE INTERNATIONAL COLLEGE PTY LTD

CRICOS PROVIDER NUMBER: 03815C

RTO CODE: 45380

ALL SECTIONS OF THIS DOCUMENT CONSTITUTE THE WRITTEN AGREEMENT BETWEEN THE STUDENT AND TECHIE INTERNATIONAL COLLEGE PTY LTD

PART A – Course Offered and fees

This is to confirm that Techie International College has reserved a course placement for **Mr/Miss XXXXXX** on the entry date specified in the Offer Letter(s). The course(s) will be delivered face to face at **60 Belfast St, Building C, BROADMEADOWS, VIC 3047**.

This student agreement in conjunction with the Offer Letter(s) issued provisionally subject to satisfactory completion of all Institute regulations and payment of fees and charges as below.

COURSE	FEE NAME	Enrolment fee	Material fee	Tuition fee	DUE DATE
SIT30821	Fee Instalment 1	\$250.00	\$1250.00	\$1000.00	Due Now
SIT30821	Fee Instalment 2	-	-	\$900.00	05/04/2024
SIT30821	Fee Instalment 3	-	-	\$900.00	05/05/2024
SIT30821	Fee Instalment 4	-	-	\$900.00	05/06/2024
SIT30821	Fee Instalment 5	-	-	\$900.00	05/07/2024
SIT30821	Fee Instalment 6	-	-	\$900.00	05/08/2024
SIT30821	Fee Instalment 7	-	-	\$900.00	05/09/2024
SIT30821	Fee Instalment 8	-	-	\$900.00	05/10/2024
SIT30821	Fee Instalment 9	-	-	\$900.00	05/11/2024
SIT30821	Fee Instalment 10	-	-	\$900.00	05/12/2024
SIT30821	Fee Instalment 11	-	-	\$900.00	05/01/2025
SIT40521	Fee Instalment 1	\$0.00	\$500.00	\$1000.00	14/04/2025
SIT40521	Fee Instalment 2	-	-	\$600.00	05/06/2025
SIT40521	Fee Instalment 3	-	-	\$600.00	05/07/2025
SIT40521	Fee Instalment 4	-	-	\$600.00	05/08/2025
SIT40521	Fee Instalment 5	-	-	\$600.00	05/09/2025
SIT40521	Fee Instalment 6	-	-	\$600.00	05/10/2025
SIT50422	Fee Instalment 1	\$0.00	\$500.00	\$1000.00	05/11/2025
SIT50422	Fee Instalment 2				
SIT50422	Fee Instalment 3				
SIT50422	Fee Instalment 4				
SIT50422	Fee Instalment 5				

Techie International College accept payment of no more than \$1500 from each individual student prior to the commencement or in advance at any given time (**Accommodation and airport pickup will be invoiced separately**)

If fees are not paid 15 business days after scheduled due date, payment warning letter will be issued.

If we do not receive the payment within the next 20 business days of the scheduled due date, we are left with no alternative but to take further actions and **it may result in late fees fine leads to cancellation of the students CoE.**

Part B – Payment Arrangements

Please make your payment by bank cheque, credit card or telegraphic transfer. No obligation is created on Techie International College Pty Ltd until the College has accepted the Written Agreement, funds have been cleared by the College's bank and an official receipt is issued by the College.

Our Bank Details

Bank name: Westpac Bank
Account Name: James Cook College Pty Ltd
BSB – 033 137 Account number – 609 539



Part C – College Contact Details

Street Address: 60 Belfast St, Building C, BROADMEADOWS VIC, 3047
Postal Address: 60 Belfast St, Building C, BROADMEADOWS, VIC, 3047
Phone 0422647275
Email info@techie.edu.au

Send the completed written agreement to the above address. If paying by international money order send payment to the above address.

Part D – Acceptance Procedure

Read the Offer Letter(s) and Student Agreement carefully and ensure that you understand all the requirements of the offer and that you meet all conditions associated with the offer

1. Read all sections of the student Handbook.
2. Contact Techie International college with any questions in relation to any aspect of studying at college and/or living in Australia.
3. Read and complete all sections of the Written Agreement which includes information about the college refund arrangements.
4. Return a completed and signed copy of all sections of the Written Agreement to the college by fax, post or email
5. Forward a copy of the 'details page' of your passport to the college by fax, post or email
6. Pay the "Total payment of course money required for acceptance of the offer" to the college by bank cheque, credit card or telegraphic transfer
7. Provide any transcripts relating to Recognition of Prior Learning (RPL) or Credit Transfer within 1 week of your chosen intake date or you will be inducted as a completely new student.

Note: fees will not be accepted until the college has received and accepted a completed and signed copy of the 'Written Agreement. After your acceptance documents have been received and accepted by the college and fees paid, the Techie International College will send you a copy of your Confirmation of Enrolment (CoE) so that you can apply for your student VISA.

*Student is responsible for keeping a copy of the written agreement as supplied by the Techie International College, and receipts of any payments of tuition fees or non-tuition fees

Are you currently living in Australia? [] Yes [] No

If not currently living in Australia what is your expected arrival date?

Part E – Refunds

1. Techie International College provides applicants a 7-day cooling off period. This means that if a student accepts an offer of a place and Techie International College relevant course fees before the course start date, and then changes their mind (for any reason), a full refund of course fees paid to date (minus the \$250 application fee) will be provided. Students must notify Techie International College in writing within 7 days of paying Techie International College any fees.
2. Refund applications must be made in writing to the Techie International College. The student refund application form, available from the Techie International College, must be used as the written application. The College will accept requests by phone, mail, fax or email to have the student refund application form sent to them. Refunds will be made within 28 days of receipt of a written application and will include a statement explaining how the refund was calculated.
3. Refund will be issued to the student, unless:
 1. Student is registered with an approved sponsor who has paid the tuition fees on behalf of the student
 2. The student gives written direction to pay the refund to another person or organisation and provides documentary evidence to substantiate that the other person or organisation paid the tuition fees

Definitions

Tuition fees: Fees paid by the student (or third party) to Techie College for training and assessment services provided by Techie International College. Tuition fees do not include any other fees e.g. materials fees, OSHC, enrolment fee, airport pick up fee etc.

Material fees: Fees paid by the student (or third party) to Techie International College for course related materials for example but not limited to text books or IT resources.

Application fee: Fee paid by the student (or third party) to Techie International College for the costs of processing a student enrolment application.

Administration Fee: Fee paid by the student (or third party) to Techie International College for the costs of processing a student refund application.

Refund conditions:

Visa refused	100% refund of Tuition fees
Student Default: withdraw from the course after fees have been paid but before commencement	100% refund of Tuition fees
Withdrawals notified in writing and received by the college on the commencement date or after the study period (term) commencement	Refund of unused Tuition fee less an administration fee of \$250**
Student breach of visa conditions, and suspension or cancellation of enrolment by the College	No refund of current study period (term) Tuition fees paid.

**** If a student withdraws and has notified Techie International College on the commencement date or after the study period (term) commences, Techie International College will issue a refund of unused Tuition fees paid to date. Refunds will be calculated as follows:**

Tuition fee per week x number of weeks unused course the student has paid for at point of withdrawal

The weekly Tuition fee for the course will be identified by calculating:

Weekly Tuition fees = (Total Tuition fee/ number of calendar days in the course) X 7, roundup to the nearest whole dollar.
E.g. = (1000/ 140) X 7 = \$ 50

The number of weeks of course that have been paid for but remain unused will be calculated as follows:

The number of unused weeks = number of calendar days that have been paid but remained unused / 7
E.g. = 90/ 7 = 12.857, rounded up to the nearest whole week = 13 weeks

Refund amount = weekly Tuition fees X unused weeks
e.g. = \$ 50 X 13 = \$ 650

- Any refunded amount will have an administration charge of \$250 deducted and any applicable transaction fees, bank charges and currency exchange fees, if they have been incurred before the day of default. Transaction fees, bank charges and currency exchange rates will be applied at the rate charged to the College.

In the unlikely event that the Techie International College is unable to deliver your course in full, you will be offered a refund of all the Tuition fees and materials you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided.

- Alternatively, you may be offered enrolment in a suitable alternative provider at no extra cost to you. You have the right to choose whether you would prefer a full refund of Tuition and materials fees, or to accept a place with another provider. If you choose placement with another provider, you may need to sign a document to indicate that you accept the placement.

Tuition Protection Service

The Techie International College is a member of the Tuition Protection Service (TPS). This means that the fees paid to the College are safeguarded if the College defaults on delivering the courses you are enrolled in.

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent Tuition fees

In the unlikely event that the College is unable to deliver the course you have paid for and does not meet our obligations to either offer you an alternative course that you accept or pay you a refund of your unspent prepaid Tuition fees, the TPS will assist you in finding an alternative course or to get a refund if a suitable alternative is not found.

6. Prior to a student enrolling, fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student, then any fee increases will be required to be paid for the extended component of the course.

There is no obligation on the student or the College until the Written Agreement is signed by all parties, funds have been cleared by the Techie International College's bank and an official receipt is issued by the College.

Part F – Other Information

1. Students may initiate a request to defer commencement of studies or suspend their studies on the grounds of compassionate or compelling circumstances. Students wishing to defer the commencement of studies or suspend their studies must apply to do so in writing to the College. The College may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehavior by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment has to be reported to the Department of Immigration and Border Protection (DIBP) and may affect the status of a student visa.
2. Students must notify the College of his residential address, telephone number, email address and who to contact in emergency situation. Student must notify of any changes of these within 7 days of the change. This is required by visa condition 8533. Failure to do this may mean the student may not receive important information which may affect their course, their enrolment or their visa.
3. This written agreement, and the right to make complaints and seek appeals of decisions and actions under various processes, does not affect the rights of the student to take action under Australian consumer protection law if the Australian Consumer Law applies.
4. Students are entitled, at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided the student has paid in full for the course related to the units of competency to be shown on the Statement of Attainment.

On completion of a course credentials will not be issued to students who are in breach of any part of this agreement.

5. Letters of release will not be issued to students who are in breach of any part of this agreement.
6. Student is responsible for keeping a copy of the written agreement as supplied by the Techie International College and receipt of any payments of tuition fees or non-tuition fees.
7. Students are entitled to 3 assessment attempts for each assessment task. If the student is unsuccessful after 3 assessment attempts, they will be required to repeat the unit and pay the repeat unit fee. More details are in the Student handbook.

Notes:

Students are encouraged to contact the College with any questions regarding the following **PRIOR** to completing and submitting this written agreement:

Course information, course demands, fees and refunds, amending your enrolment, transferring to another provider, complaints and appeals, completing your course within expected duration, course progress requirements, working and studying in Australia or any other matter impacting your enrolment. Visit College's website www.techie.edu.au OR Contact the College at Email: info@techie.edu.au

you can see the Fee and refund policy from the following links:

<https://techie.edu.au/policies/>

Part G – Student declaration and acceptance of the written agreement

- I understand the terms of this written agreement and the refund conditions and confirm that I am over 18 years of age and have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at the Techie International college.
- I understand that information is collected during enrolment in order to meet the College's obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of student visas and obligations under Australian immigration laws.
- I understand that information collected about me during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, to the National VET Regulator the Australian Skills Quality Authority (ASQA) and the National Centre for Vocational Education Research (NCVER) and the Tuition Protection Service (TPS). In other instances, information collected during your enrolment can be disclosed without my consent where authorised or required by law.



- I confirm that all the information provided in this written agreement is complete and correct. I acknowledge that providing false, misleading or inaccurate information may affect the acceptance of this application and/ or the continued provision of training and assessment services.
- I have read and understood the information in the Student Handbook.
- I understand how to access Techie International college and information as described in the Student Handbook.
- I understand that access to my academic records is provided free of charge. (If I have paid all fees relating to the record I wish to access).
- I understand my rights when undertaking a course with Techie International college including the right to access the Complaints and Appeals Policy. I also understand I have the right to access Australian Consumer Protection Law.
- I agree to be bound by the College's rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, course progress, and academic conduct and show a concern for other students.
- I agree that all fees and charges required under this agreement must be paid in full prior to course commencement unless a "payment plan" is arranged with the College. Student course fees are safeguarded through Tuition Protection Service (TPS) with the ESOS Legislation.

Student Signature

Date / /

Part H – Agreement accepted by Techie International College

Signed: **Date**.... /.... /

Administration officer

Name.....

Name of the authorised Techie International College's employee accepting this written agreement