

# Professional Year Program 2010 Application form

Please print in BLOCK LETTERS

## Personal details

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other
Family name:
Given names:
Date of birth: / / (day/month/year)
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

## Contact details

Mailing Address (must be address of applicant, not agent):	
Phone:	
Mobile telephone:	
Email (must be applicant's email - not agent's email):	
Nationality:	
Passport (Country):	Passport Number:
Current Visa:	Date Issued: / /

## Program Selection

<input type="checkbox"/> Professional Year in Computer Science (ICT)
<input type="checkbox"/> Professional Year in Accounting (SMIPA)

## Commencement Date of PY & BSB 30107

Commencement Date: / /
Please check the commencement dates for your location at <a href="http://www.professional-year.com">www.professional-year.com</a> . *If your chosen date is not available you will be assessed for the next available intake and wait-listed for your preferred start date
<input type="checkbox"/> Sydney <input type="checkbox"/> Melbourne <input type="checkbox"/> Perth <input type="checkbox"/> Adelaide <input type="checkbox"/> Brisbane

## Education details

Name of course completed:
Institution attended:
Commencement: Completion:
Course Duration:
English Language Proficiency (IELTS) <input type="checkbox"/> General <input type="checkbox"/> Academic
Overall Score:
What is your first language?:

## Emergency Contact details

Name:
Address:
Phone: Relationship:

## Disability

Do you have a disability, impairment or long term condition? <input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, please tick any of the applicable boxes below
<input type="checkbox"/> Vision <input type="checkbox"/> Intellectual <input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Chronic Illness
<input type="checkbox"/> Physical <input type="checkbox"/> Other _____

## Form Submitted by

<input type="checkbox"/> Self <input type="checkbox"/> Professional Agent
Name of Agency:
Name of Agent:
Address:
Phone: Fax:
Email:
If you have answered SELF above please complete this section: How did you find out about the Professional Year Program?
<input type="checkbox"/> Friend studying/studied the Professional Year Program at Navitas
Name of Friend:
<input type="checkbox"/> Media <input type="checkbox"/> Seminar <input type="checkbox"/> Internet

## Application checklist

Check that you have attached:
<input type="checkbox"/> Certified copies of your academic qualifications
<input type="checkbox"/> Certified evidence of English language proficiency
<input type="checkbox"/> Certified evidence of current visa status
<input type="checkbox"/> Copy of CV
<input type="checkbox"/> Current passport sized photo
<input type="checkbox"/> Certified copy of photo page of passport
<input type="checkbox"/> A brief letter stating your reason for wishing to undertake the program
<input type="checkbox"/> For Professional Year in Computer Science, you will need to supply a certified copy of the ACS Skills Assessment. Visit <a href="http://www.acs.org.au">www.acs.org.au</a> for more information.
<input type="checkbox"/> For SMIPA applicants, you will need to supply a certified copy of the Skilled Migration Assessment.
A certified copy means that the original document has been signed by an approved person and certified as a true copy of the original. Please see <a href="http://www.professional-year.com">www.professional-year.com</a> for a list of persons approved to certify a copy.

## Declaration

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I have read and understood the published course information and terms and conditions in the brochure or website and I have sufficient information about the program to apply. I give Navitas permission to obtain official records from an educational institution attended by me. I understand that Navitas collects, stores and uses personal information only for the purposes of administering prospective, current and graduate student admissions, enrolment and education and that the information collected is confidential and will not be disclosed to third parties without my consent, except to meet government, legal or other regulatory authority requirements (for further information consult the individual institution's Privacy Policy listed on their website) I understand that if I have applied through an approved Navitas institution agent, all correspondence relating to my application will be forwarded to that agent. I understand that fees may rise. I accept liability for payment of all fees as explained in the brochure, and I agree to abide by the Fee Refund Policy which is current at the time of my studies at Navitas. I understand that Navitas may, by written notice, vary its conditions as may be necessary to comply with any law, regulation or amendment thereof, of the Commonwealth of Australia or the State.

Applicant's signature: \_\_\_\_\_

Date: / / (day/month/year)

Please fax, mail or email completed application to:

Navitas Workforce Solutions, Professional Year Program  
Level 11, 17 York St., Sydney NSW 2000 Australia  
Telephone: 1300 728 966 Fax: 02 9025 4770 Email: [py@navitasworld.com](mailto:py@navitasworld.com)

Your application will be processed upon receipt of your Application Fee, paid by cheque or providing evidence of the direct deposit into the bank details as listed overleaf.

## Payment Details

Application Fee	AUD\$250.00
Tuition Fee	AUD\$12,500.00
Insurance Fee	AUD\$200.00
Total	AUD\$12,950.00*

\* GST Inclusive

Please note there will be a 2% surcharge on all transactions if course fees are paid by credit card.

## Bank Details

Bank	Westpac
Branch	109 St Georges Terrace, Perth WA
BSB	036 000
Account Name	Navitas Workforce Solutions Pty Ltd
Account Number	773 796

## Terms & Conditions

### A. General Information

I acknowledge the following Terms & Conditions in regard to my enrolment in the Professional Year /SMIPA Program with Navitas Workforce Solutions.

The Program consists of a 44 week\* course and includes both theoretical coursework and a professional internship experience as part of the DIAC gazetted Professional Year Program. Please note that the course calendar is a guide only and not all participants will start their internship on the same date.

\*Program may be longer depending on internship start date and completion of coursework components

I acknowledge that:

- Any variation in these Terms & Conditions must be in writing and signed on behalf of Navitas Workforce Solutions.
- I acknowledge the information on my Application Form is correct at the time of lodgement. I will advise Navitas of any changes to my details, including visa status and contact details.
- I understand that I am expected to attend 100% of classes and must complete all of the assessments. Please note that Navitas will NOT approve any holidays or non emergency medical absences from the program. When more than two (2) classes in a row are missed (i.e. 1 week) you will need to provide a medical certificate. Failure to achieve the minimum required attendance\* is an automatic failure of the program. I understand and agree that I am not entitled to a refund of any fees or other charges paid under these Terms and Conditions. I understand that all personal holidays are to be scheduled during the allocated study breaks.  
\*minimum required attendance by DIAC is 80% for coursework
- I understand the Program is aimed at developing me as a professional, and therefore I am required to use my best endeavours to fulfil this obligation. If my behaviour is deemed unacceptable by Navitas Workforce Solutions, my enrolment may be cancelled, and I agree that I will not be entitled to a refund of any fees or other charges paid under these Terms & Conditions.
- I understand I will be required to attend organised activities as part of the Program, including the Professional Internship. I authorise Navitas Workforce Solutions, including the Host Company for the Professional Internship, to obtain medical treatment for me should Navitas Workforce Solutions including Host Companies, deem such action necessary. I agree to indemnify Navitas Workforce Solutions or any Host Companies for any expenses, loss or damage or liability of whatsoever nature occasioned as a result of authorising and arranging any emergency medical treatment.
- I understand my personal information will be made available to the relevant professional body and the Department of Immigration and Citizenship; and other Australian government bodies as required by law.
- I understand that successful completion of the Professional Year does not guarantee that I will receive permanent residence.
- I acknowledge that Navitas Workforce Solutions will arrange my Professional Internship in a Host Company which matches my chosen profession. I understand that I will need to attend interviews for these positions; and the selected Host Company is at the final discretion of Navitas Workforce Solutions.
- I understand that I am required to have 100% attendance throughout the internship period and to complete the work assigned.
- I acknowledge that Navitas Workforce Solutions takes no responsibility for my visa.

### B. Refund Policy

Application Fee

The Application Fee is non-refundable under any circumstance.

Insurance Fee

The Insurance Fee is fully refundable up until 4 weeks prior to the commencement of the Professional Internship. The Insurance Fee covers the period of the Professional Internship only.

Option 1 - Full payment

An amount of \$12,700 is payable a minimum of 14 days prior to the commencement of the Program. The refund policy for Option 1 is shown below:

- Where Navitas Workforce Solutions is unable to offer the Professional Year /SMIPA.

Full Refund

Navitas Workforce Solutions agrees to refund to the original fee paying party upon receipt of written notice of cancellation by the student, all tuition fees paid:

- Where Navitas Workforce Solutions refuses the application for enrolment.
- Where written notice of cancellation is received more than 28 days prior to commencement of the Program.

Partial Refund

Navitas Workforce Solutions agrees to refund to the original fee paying party upon receipt of written notice of cancellation, all tuition fees paid, less the amounts to be retained as detailed below:

- If written cancellation is received less than 14 days prior to the commencement of the program, Navitas Workforce Solutions will retain a non-refundable amount equal to 35% of the tuition fee.
- If written cancellation is received after commencement of the Program, but prior to the completion of the first 10 weeks of the Program, Navitas Workforce Solutions will retain a non-refundable amount equal to 75% of the tuition fee.

No Refund

Navitas Workforce Solutions will make no refund of any tuition fees:

- If written notice of withdrawal is received after the commencement of the 11th week of the Program.

Option 2 - Three payments

Instalment 1: An amount of \$6,250 is payable two weeks prior to the commencement of the Program.

Instalment 2: An amount of \$3500 is payable 10 weeks after the commencement of the Program. Candidates are to note that they will not be able to continue in the Program if Instalment 2 is not paid by the due date shown on the Invoice for Instalment 2.

Instalment 3: An amount of \$3000 is payable 20 weeks after the commencement of the Program. Candidates are to note that they will not be able to continue in the Program if instalment 3 is not paid by the due date shown on the invoice for instalment 3.

The refund policy for Option 2 is shown below:

Full Refund

Navitas Workforce Solutions agrees to refund to the original fee paying party upon receipt of written notice of cancellation by the student, all tuition fees and insurance fees paid:

- Where Navitas Workforce Solutions is unable to offer the Professional Year /SMIPA.
- Where Navitas Workforce Solutions refuses the application for enrolment.
- Where written notice of cancellation is received more than 28 days prior to commencement of the Program.

Partial Refund

Navitas Workforce Solutions agrees to refund to the original fee paying party upon receipt of written notice of cancellation, all tuition fees paid, less the amounts to be retained as detailed below:

- If written cancellation is received less than 14 days prior to the commencement of the program, Navitas Workforce Solutions will retain a non-refundable amount equal to 70% of Instalment 1.

No Refund

Navitas Workforce Solutions will make no refund of any tuition fees:

- If written notice of withdrawal is received after the commencement of the program and includes all fees paid.
- Students who withdraw after the commencement of the program are still liable for all tuition fees

### C. Program Inclusions

- Tuition Fees
- The Professional Component with the ACS for the PY for Computer Science; as well as ACS Membership
- Professional Internship (work experience) placement
- Insurance, including insurance in the workplace for the Professional Internship
- Orientation Program
- Graduation Program
- All learning materials are included in the price
- Access to Navitas on-line resources
- Relevant Statements of Attainment
- Company Reference
- Guest speakers

Travel to the Professional Internship and visa fees are not included in the Program Fees.

I acknowledge Navitas Workforce Solutions reserves the right to alter the commencement dates up to 28 days prior to the commencement of the Program.

Applicant's signature:

Date: / / (day/month/year)