

STUDY NOW PAY LATER  
VET FEE-HELP AVAILABLE!

# MartinCollege

OF BUSINESS, TECHNOLOGY & DESIGN



BUSINESS & MANAGEMENT



EVENT MANAGEMENT



TOURISM



INFORMATION TECHNOLOGY



GRAPHIC DESIGN

# TERMS & CONDITIONS

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## APPLICABLE TO DOMESTIC STUDENTS

I (which expression includes the parent/guardian who has signed this contract) hereby apply to enrol in the course commencing at the campus indicated on the Application for Admission form ('the Application'). I agree that on acceptance of the Application by Martin College ('the College'), and my subsequent receipt and return of the Acceptance of Offer ('the Offer'), the Offer will become the Contract of Enrolment ('the Contract') and further I agree to abide by the following terms and conditions of enrolment:

1. I agree that it is a condition of my enrolment that I achieve satisfactory academic progress throughout my course at a rate that will enable me to complete the course in the nominated duration.
2. I agree that I am required to use my best endeavours to meet the requirements of the course selected and to abide by the rules and regulations of the College. I understand that if I breach any of the College's rules or my behaviour is deemed unacceptable by the College, my enrolment may be cancelled and I may not be entitled to any refund of the tuition fees or other charges paid to the College under the Contract. (Information on the College's policies, rules and regulations is located on the website [martincollege.edu.au](http://martincollege.edu.au).)
3. I agree that all lessons and any related material supplied by the College are copyright, remain the property of the College and must be returned to the College on completion of the course. I understand that any unauthorised copying may constitute a breach of the Copyright Act 1968 (as amended).
4. I agree that I am responsible for my own books, equipment and personal items and I hereby release, indemnify and hold harmless the College against all liability and claims for any loss or damage to such items, howsoever caused.
5. I agree that I may be required, and permission is hereby granted, to attend organised College excursions and activities as part of the course.
6. I agree that the College is hereby authorised to obtain medical treatment for myself should such action be deemed necessary by the College or a staff member acting on behalf of the College. I agree to indemnify and hold harmless the College and its staff for any expense, loss, damage or liability of whatsoever nature or howsoever occasioned as a result of authorising and arranging such emergency medical treatment.

7. Course fees do not include the cost of text books; I agree to purchase these where required by the College.
8. I agree to advise the College of any change of my address while I am enrolled in any course.
9. I acknowledge that I have read and understood the Student Grievance Policy outlined in this brochure and on the website [martincollege.edu.au](http://martincollege.edu.au)
10. I hereby acknowledge that I have read, understood and agree to the terms of the Cancellation and Refund Policy outlined in this brochure and on the website at [martincollege.edu.au](http://martincollege.edu.au)
11. I confirm that the terms and conditions have been explained to me and understand that any variation of those stated terms and conditions of the Contract must be provided in writing and be signed by an authorised officer of the College.

## CANCELLATION AND REFUND POLICY – STUDENTS IN VET FEE-HELP ENABLED COURSES

1. I understand that I can withdraw from a unit of study in a VET FEE-HELP enabled course and obtain a full refund of tuition fees until the Census Date.
2. I understand that the Census Date is not less than 20% through the unit of study.
3. I confirm that when I am an enrolled student and I want to withdraw from a unit of study prior to the Census Date I must advise the College in writing. The date the letter is received by the College is the effective Date of notification of withdrawal.
4. I understand that if I withdraw after the Census Date, there will be no refund.

## CANCELLATION AND REFUND POLICY – STUDENTS IN NON VET FEE-HELP ENABLED COURSES

1. I agree to pay the tuition fees and other charges applicable for my course on the due dates and acknowledge and agree that tuition fees may alter from time to time. I understand that a late payment fee of AU\$100 per month is payable on accounts which remain unpaid 14 days after the due date for payment. I also understand that failure to pay my tuition fees may result in my course being cancelled.
2. I understand that if after commencing the course, I discontinue my program before completion, I may remain liable to pay the full course tuition fees and any expenses, costs or disbursements incurred by the College in recovering any outstanding monies, including debt collection agency fees and solicitors' costs.
3. All notifications of withdrawal from a course or requests for refunds must be made in writing to the Campus Director.
4. Enrolment fees are non-refundable.
5. Where a student's course of study is terminated for a serious breach of the College rules there will be no refund of any monies paid.
6. The College agrees to refund within 4 weeks of the receipt of written notice of cancellation by the student (or parent or guardian if the student is under 18 years of age), tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and as detailed below:
  - a) If written notice is received 4 weeks or more before the date of course commencement, then a non-refundable amount equivalent to 30% of the tuition fee shall be applicable to all enrolments.
  - b) If written notice is received less than 4 weeks before the date of course commencement, then a non-refundable amount equivalent to 50% of the tuition fee shall be applicable to all enrolments.
  - c) If written notice is received on or after the date of course commencement, there will be no refund of any monies paid unless the Campus Director deems that exceptional circumstances apply.

7. In the event that the College is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date less the total of the prescribed amounts relating to Martin College expenses incurred by you for the course before the default day. 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 course by the College at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, the College will ask you to sign a document to indicate that you accept the placement. If the College is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) provider will place you in a suitable alternative course at no extra cost to you.
8. If you fail to meet the Martin College progression rules and are not permitted by Martin College to maintain enrolment in your course you will be eligible for a refund of the amount of course fees paid in advance of the date of notification of exclusion from Martin College.
9. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

## 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. If the student remains dissatisfied with the outcome, they may seek independent external mediation through the ACPET External Students Appeals Service.

### A summary of the internal grievance procedures

- 1. Code of Conduct, Attendance and Discipline**  
Students are expected to abide by the terms and conditions of enrolment and the published rules and code of conduct of the College. Disciplinary procedures will be applied in the event of a breach of these rules. All staff members are expected to apply the College's policy and rules fairly and without favour, but if a student considers that this has not occurred, the student may refer the matter to the Campus Grievance Counsellor. The complaint may either be dealt with by that person, or referred to the Campus Director for resolution. The decision will be conveyed in writing to the parties. If either the action taken or the outcome does not satisfy the student, he/she may write to the Managing Director, who will in turn convey a decision in writing to the student.

### 2. Service and Academic Programs

In the event of a student complaint concerning the quality of the service or teaching provided by the College, the student will report the matter to Campus Grievance Counsellor. The complaint may either be dealt with by that person, or referred to the Campus Director for resolution. The decision will be conveyed in writing to the parties. If either the action taken or the outcome does not satisfy the student, he/she may write to the Managing Director, who will in turn convey a decision in writing to the student.

### 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 payable to the College (or refunds) will initially be dealt with by the College Finance and Administration staff. If the student is dissatisfied with the decision, the matter will be referred to the Campus Director. If either the action taken or the outcome does not satisfy the student, he/she may write to the Finance Director, who will in turn convey a decision in writing to the student. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws. Additionally, students can access independent dispute resolution services through the relevant Australian State Education Authority. For example, students in Queensland who are concerned about the conduct of a provider may contact officers of the Queensland Department of Education and Training.

## CREDIT CARD PAYMENTS

Payment made by credit cards (Visa, MasterCard and American Express) will attract a 2% surcharge. This surcharge will be waived if all fees are paid in full before the commencement date of the student's course.

## PUBLICITY

Students and their parents or guardians agree that the student's photo, video footage, details and achievements may be used for promotional purposes without written consent or notification. If you do not agree, please contact the College in writing.

## CHANGES TO ARRANGEMENTS

After course commencement, the College reserves the right to charge an Adjustment Fee of AU\$150 each time course details for a non VET FEE-HELP enabled course are changed after a place has been confirmed. This fee will not apply to upgraded or extended courses.

## SERVICES

The College reserves the right to change the particulars of the services, including changes to prices, courses, facilities and dates of programs where circumstances beyond the College's control necessitate such changes or where the level of enrolments does not reach the minimum numbers required to operate a course viably.

## LIABILITY

Martin College and its staff and representatives will not be liable for loss, damage or injury to persons or property howsoever caused, except where liability is expressly imposed by law. Martin College will not be liable in the event that any service contracted to be supplied by Martin College becomes impossible to supply for any reason or any cause outside the control of Martin College.

## AUSTRALIAN STUDENTS APPLICATION FOR ADMISSION

> MARTINCOLLEGE.EDU.AU



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

### PERSONAL INFORMATION

#### The Student

Family Name			Given Names		
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Age <input type="text"/>	Date of Birth (day/month/year)		
Home Address					
<input type="text"/>					
City				Postcode	
Home Telephone			Mobile		
Email	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Country of Residence

Nationality	Country of Birth
Are you a Citizen or Permanent Resident of Australia? Yes <input type="checkbox"/> No <input type="checkbox"/>	

### PARENT/GUARDIAN DETAILS (IF UNDER 18)

Name	Relationship to Student				
Home Address					
<input type="text"/>					
City	Code	Country			
Home Telephone	Mobile				
Business Telephone	Fax				
Email	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### COURSE SELECTION

Location	Brisbane <input type="checkbox"/>	Gold Coast <input type="checkbox"/>	Sydney <input type="checkbox"/>	Start Date (day/month/year)
Course 1 (e.g. Certificate IV in Business)	Length			
Course 2 (e.g. Diploma of Management)	Length			
Course 3 (e.g. Advanced Diploma of Management)	Length			

### PREVIOUS EDUCATION

Please attach certified copies of all academic transcripts or reports

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



## ACCOMMODATION

Do you require assistance with accommodation? Yes  No

What type of accommodation do you require?

Length of stay (weeks)

Homestay: Single  Student Hostel: Single  Twin share

Accommodation start date

Other  (nominate preferred type)

## DECLARATION TO BE SIGNED BY THE STUDENT AND PARENT OR LEGAL GUARDIAN

- » I have read, understood and agree to be bound by the Terms and Conditions as stated in this document
- » I have read the Cancellation, Refund and Grievances Policies and agree to abide by these policies
- » I hereby declare that the information supplied by me is true and correct
- » I agree to pay all fees owing and by the due date

Martin College is bound by the National Privacy Act, Principles and Guidelines of the Commonwealth of Australia. We collect and use any personal information you provide to us in accordance with those Principles and Guidelines. The type of information we collect, the use we make of the information and the disclosure of that information without your prior approval is set out in our detailed Privacy Policy which can be found at [martincollege.edu.au](http://martincollege.edu.au). By signing this application, you acknowledge you have read the Statement and our Privacy Policy and consent to the use and disclosure of your personal information as set out in our Privacy Policy.

Signed (Student)	Date
Signed (Parent, Legal Guardian*)	Date

\*if applicant is under the age of 18

## APPLICATION CHECKLIST. CHECK THAT YOU HAVE

- Completed all sections of the Application for Admission form
- Read and understood the Terms and Conditions, and the Cancellation, Refund and Grievances Policies
- Included a detailed résumé (if you are a mature age applicant)
- Attached certified copies of your academic qualifications

**Please send your application to  
Brisbane Campus**  
Level 4, 119 Charlotte Street  
Brisbane QLD 4000

**Gold Coast Campus**  
Level 5, 38 Cavill Avenue  
Surfers Paradise QLD 4217

**Sydney Campus**  
Level 1, 63 Oxford Street  
Darlinghurst NSW 2010

**Enrol online**  
Visit: [martincollege.edu.au](http://martincollege.edu.au)  
Call 1300 762 129 or +61 2 9543 1876

*Completed  
application forms*

# LOCAL STUDENTS 2010 FEES AND START DATES

> [MARTINCOLLEGE.EDU.AU](http://MARTINCOLLEGE.EDU.AU)



FOR A FULL LIST OF FEES, PLEASE VISIT: [MARTINCOLLEGE.EDU.AU](http://MARTINCOLLEGE.EDU.AU)

## BUSINESS AND MANAGEMENT

Courses	Location	2010 Start dates*	Mid Year Break	Christmas Break	Length	Fees (AU\$)
Martin College University pathway Advanced Diploma of Management (Package of Cert IV in Bus, Dip of Bus and Adv Dip of Man)	B, GC, S	11 Jan, 15 Feb, 22 Mar, 27 Apr, 31 May, 12 Jul, 16 Aug, 20 Sep, 25 Oct, 29 Nov	3 – 11 Jul 10	18 Dec – 3 Jan 11	50 weeks	\$13,795
Martin College Advanced Diploma of Management available to Dip holders or people with previous work experience	B, GC, S	11 Jan, 15 Feb, 22 Mar, 27 Apr, 31 May, 12 Jul, 16 Aug, 20 Sep, 25 Oct, 29 Nov	3 – 11 Jul 10	18 Dec – 3 Jan 11	20 weeks	\$5,955
Diploma of Management (Full time)	B, GC, S	15 Feb, 22 Mar, 27 Apr, 31 May, 12 Jul, 16 Aug, 20 Sep, 25 Oct, 29 Nov	3 – 11 Jul 10	18 Dec – 3 Jan 11	40 weeks	\$10,920
Diploma of Management (Part time)	B, GC, S	15 Feb, 22 Mar, 27 Apr, 31 May, 12 Jul, 16 Aug, 20 Sep, 25 Oct, 29 Nov	3 – 11 Jul 10	18 Dec – 3 Jan 11	80 weeks	\$10,920
Diploma of Business	B, GC, S	15 Feb, 22 Mar, 27 Apr, 31 May, 12 Jul, 16 Aug, 20 Sep, 25 Oct, 29 Nov	3 – 11 Jul 10	18 Dec – 3 Jan 11	20 weeks	\$5,955
Certificate IV in Business	B, GC, S	11 Jan, 15 Feb, 22 Mar, 27 Apr, 31 May, 12 Jul, 16 Aug, 20 Sep, 25 Oct, 29 Nov	3 – 11 Jul 10	18 Dec – 3 Jan 11	15 weeks	\$4,465

## MARKETING

Courses	Location	2010 Start dates*	Mid Year Break	Christmas Break	Length	Fees (AU\$)
Diploma of Marketing	B, S	15 Feb, 22 Mar, 27 Apr, 31 May	3 – 11 Jul 10	18 Dec – 3 Jan 11	15 weeks	\$4,465
	GC	22 Mar				
Diploma of Marketing	B, GC	12 Jul, 16 Aug, 20 Sep, 25 Oct, 29 Nov	3 – 11 Jul 10	18 Dec – 3 Jan 11	20 weeks	\$5,955

## EVENT MANAGEMENT

Courses	Location	2010 Start dates*	Mid Year Break	Christmas Break	Length	Fees (AU\$)
Martin College Diploma of Events (Package of Cert III in Events and Dip of Events)	B, GC, S	15 Feb, 22 Mar, 16 Aug, 20 Sep	3 – 11 Jul 10	18 Dec – 3 Jan 11	45 weeks	\$12,385
Diploma of Events available to people with relevant work experience	B, GC, S	15 Feb, 22 Mar, 31 May, 12 Jul, 29 Nov	3 – 11 Jul 10	18 Dec – 3 Jan 11	35 weeks	\$9,630
Certificate III in Events	B, GC, S	15 Feb, 22 Mar, 16 Aug, 20 Sep	3 – 11 Jul 10	18 Dec – 3 Jan 11	15 weeks	\$4,465

## TRAVEL AND TOURISM

Courses	Location	2010 Start dates*	Mid Year Break	Christmas Break	Length	Fees (AU\$)
Martin College Diploma of Tourism	B, S	15 Feb, 22 Mar, 12 Jul, 16 Aug, 20 Sep	3 – 11 Jul 10	18 Dec – 3 Jan 11	45 weeks	\$12,385
Certificate III in Tourism (Retail Travel Sales)	B, S	15 Feb, 22 Mar, 12 Jul, 16 Aug, 20 Sep	3 – 11 Jul 10	18 Dec – 3 Jan 11	25 weeks	\$8,245

## GRAPHIC DESIGN

Courses	Location	2010 Start dates*	Mid Year Break	Christmas Break	Length	Fees (AU\$)
Martin College Diploma of Graphic Design (Advertising & Multimedia) (Package of Cert IV in Design and Dip of Graphic Design)	B, S	15 Feb, 22 Mar, 12 Jul, 20 Sep	3 – 11 Jul 10	18 Dec – 3 Jan 11	50 weeks	\$15,655
Diploma of Graphic Design only available to people with a Cert IV in Design	B, S	22 Mar, 16 Aug, 20 Sep	3 – 11 Jul 10	18 Dec – 3 Jan 11	25 weeks	\$8,675
Certificate IV in Design	B, S	15 Feb, 22 Mar, 12 Jul, 20 Sep	3 – 11 Jul 10	18 Dec – 3 Jan 11	25 weeks	\$8,675

## INFORMATION TECHNOLOGY

Courses	Location	2010 Start dates*	Mid Year Break	Christmas Break	Length	Fees (AU\$)
Martin College Diploma of Information Technology (Systems Administration)	B, GC, S	15 Feb, 22 Mar, 12 Jul, 16 Aug, 29 Nov	3 – 11 Jul 10	18 Dec – 3 Jan 11	45 weeks	\$14,925
Certificate III in Information Technology	B, GC, S	15 Feb, 22 Mar, 12 Jul, 16 Aug, 29 Nov	3 – 11 Jul 10	18 Dec – 3 Jan 11	20 weeks	\$7,105

B = Brisbane GC = Gold Coast S = Sydney

Students should note these fees are indicative only and may change from year to year. Students should consult the Martin College website for current fee details.

\*Orientation Day: Every start date  
2010 fees as at 1 December 2010