

OFFER LETTER AND ENROLMENT ACCEPTANCE AGREEMENT

Date of Issue	
Family Name of the Student	
Given Name of the Student	
Student ID	
Date of Birth	
Student Email ID	
Student Address	

Dear Student,

RE: Conditional Offer Letter and Enrolment Acceptance Agreement

Thank you for your application to study at Australian Technical and Management College (ATMC).

Further to an assessment of your application, we are pleased to offer you a place as a student in the course/s as outlined below.

Prior to accepting this offer it is important that you read the pre-enrolment information in student handbook or available from our website.

Course Information	
Course Code	
Course name	
Pre-requisite	NIL
Duration in Weeks	52 Weeks
Application/enrolment Fees	700 AUD (Non-refundable)
Tuition Fees	1,600 AUD
Material Fees	1,600 AUD
Total Fees	3,900 AUD
Course Start Date	XX/XX/2026
Course End Date	XX/XX/2027
Cost for Overseas Student Health Cover	AUD XXXXX
Delivery location	
Mode of Study	
Initial Payment Required for Issuance of Confirmation of Enrolment (COE)	

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Application Fees	100 AUD
Material Fees	500 AUD
Tuition Fees	500 AUD
Total	1,100 AUD
Due Date	DDMMYYYY

Notes:

- Initial Payment is the amount required for the issuance of Confirmation of Enrolment (CoE) which is payable in advance or as directed by the ATMC and constitute tuition and non-tuition fees towards your course.
- All fees are in Australian dollars and are subject to change without notice.
- The balance due amount may be paid according to agreed payment plan, which can be found below in this document.
- Late payment of fees may result in penalty.
- Please keep ATMC informed if payment is not going to be on time or you want extension.

CONDITIONS

- Please be advised that issuance of this offer letter does not guarantee the issuance of the COE until all the eligibility requirements are met.
- ATMC requires each student to meet the entry requirements for each course as mentioned on the respective course brochure.
- Satisfactory completion of studies in applicant's home country equivalent to an Australian Year 12 qualification is required for entry into this course.
- All students must be of the age 18 years or over at the time of the scheduled course commencement.
- You will be required to undertake the Pre-training review on the day you sign the offer letter and enrolment acceptance agreement as part of your enrolment process. Please make yourself familiar with ATMC's policies and procedures, which can be found at ATMC's website.
- Offer letter is subject to eligibility assessment by the international admission department/ ATMC delegate/Student Support Officer of Phoenix College of Australia.
- This document is to be accepted/signed by students at the same time or prior to payment of fees.

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- This agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law Applies.

VALIDITY OF OFFER

This offer is only valid for 30 days from the date of issuance. A place in this course(s) is not confirmed until ATMC receives the requested payment, the signed Offer Letter and Enrolment Acceptance Agreement (as attached) and issues you with a Confirmation of Enrolment (COE).

PAYMENT REQUIRED FOR ACCEPTANCE

You can choose any from the following methods to make your payment to Phoenix College of Australia.

1. Direct Deposit

Account Name	Australian Technical & Management College (ATMC)
Bank	Westpac Bank
Branch	N/A
BSB	033-364
Account Number	599334
Swift Code	N/A

2. Bank Transfer: Bank Details as above

Note: For direct deposit of bank transfer, please provide your name (Student ID) as reference in order to easily track your payment.

3. Credit Card

4. Bank Draft: Bank draft should be made payable to Phoenix College of Australia.

5. Please provide the details of the person who can receive a refund on behalf of the student:

Name of person	
Date of Birth	
Address	
Relationship	

Note: The Student will start paying the remaining balance according to student payment schedule.

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Please ensure that you have read and understand the ATMC Fee Charges and refund policy and Procedure. In order to accept this offer, please sign the declaration below on both copies sent to you and return one copy to the College. Please retain the second copy for your records. We look forward to welcoming you to Phoenix College of Australia, where you will be provided with high quality training and support, along with excellent career opportunities. Should you have any queries please do not hesitate to contact our Administration office.

Prior to signing and accepting this enrolment acceptance, please read and ensure you understand the Terms and Conditions of Enrolment. You must also read the Student Handbook, Policies and Procedures on ATMC's website carefully. Please contact our office if you prefer that we send you these documents via email or post.

ACADEMIC MISCONDUCT

Students are also required to adhere to the Code of Conduct. If a student is found to have acted in a way that Phoenix College of Australia (ATMC) deems to be misconduct, it may impair their successful completion of the course.

As outlined in the Code of Conduct, students are expected to approach training and assessment activities in an ethical manner. At ATMC, our students strive to conduct themselves with integrity and do not engage in plagiarism or cheating. Confusion in relation to the definitions of both plagiarism and cheating can often occur and have been detailed below to avoid this occurrence and to eliminate their happening due to claims of confusion.

CHEATING: Cheating is the use of any means to gain an unfair advantage during the assessment process. Cheating may be (but not limited to) copying a friend's answers, using mobile phones or other electronic devices during closed book assessments, bringing in and referring to pre-prepared written answers in a closed book assessment and referring to texts during closed book assessments amongst others. Cheating in any form during assessments will result in the student's assessment submission being invalidated.

PLAGIARISM: Plagiarism is the wrongful close imitation, or copying and publication of another person's language, thoughts, ideas, or expressions, and the representation of them as one's own work. This includes copying all or pieces of another student's work and representing it as your own. Plagiarism will also lead to the student's submission of the applicable work being invalidated. If students are including other people's work in submissions e.g. passages from books or websites, then reference should be made to the source. For further information on what constitutes plagiarism please refer to: <http://www.plagiarism.org/> and refer to the Plagiarism policy of ATMC. Submitting plagiarised work during assessments will result in the student's assessment submission being invalidated.

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Cheating and or plagiarism during assessments will be treated as a breach of the Code of Conduct and is deemed to be 'Academic Misconduct' and may lead to the student being removed from the course. No refund is applicable to the student in such circumstances

Agreed payment plan OF COURSE FEES

Installment	Due Date	Amount (AUD)
Installment 1		
Installment 2		

Please be advised that the student will be provided with the instalment plan before the commencement of the next course.

DECLARATION AND ACCEPTANCE BY APPLICANT:

I agree that by signing this declaration, I am accepting an offer of a place in the course as outlined within this Letter of Offer.

I further acknowledge that:

- The information provided to The College in application for study is to best of my knowledge true, correct and complete at the time of my enrolment/application.
- I acknowledge that providing any false information and/or failing to disclose any information relevant to my application for enrolment and/or failure to complete an enrolment application form may result in the delay in processing my application.
- I have received the THE COLLEGE's Student Handbook that contains pre- enrolment information including the refund policy, information on credit transfer, recognition of prior learning (RPL), and all other THE COLLEGE's policies and procedures.
- I acknowledge that I have got access to the following policies and procedures and I have been referred to them:
 - Complaints and Appeals Policy and Procedure
 - Pre-Enrolment Engagement Policy and Procedures
 - Entry Requirements for International Students Policy and procedure
 - Fee Charges and Refunds Policy and Procedure
 - Deferral suspension and cancellation policy and procedure
 - Recognition of Prior Learning and Credit Transfer policy and procedure
 - Student Support Services Policy and Procedure
 - Privacy and Personal Information Policy and Procedure
 - Certification, issuing and recognition of Qualifications Policy and Procedure

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- Plagiarism, Academic Misconduct and non-academic Misconduct Policy and Procedure
- Assessment and Reassessment Policy and Procedure

- I agree to inform The College if I change my address during the period of enrolment.
- I will be attending required hours per week for the duration of the course.
- I agree to inform The College of any changes on my personal details and/or circumstances during my course of study.
- I have disclosed to The College any special needs which may affect my learning.
- I have read and understood the privacy statement above.
- This agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law Applies.
- I agree to complete my studies in accordance with The College policies and procedures and Code of Conduct when studying at The College. I understand that if I do not comply with The College policies and procedures and Code of Conduct my enrolment. All information and documents relating to my personal, academic and employment history (if any) submitted to support this application are all true, complete, valid and genuine.
- I authorize THE COLLEGE to seek verification of my personal, academic, professional qualifications, work experience and any information I have provided in my enrolment application.
- I understand that THE COLLEGE reserves the right to inform other tertiary institutions and regulatory agencies if any of the material presented to support my application is found to be false.
- I understand the Privacy Statement provided in the enrolment application form. I understand that the personal and all information I have provided may be released by THE COLLEGE to government agencies as required by law and that THE COLLEGE may disclose to third parties for the purpose of this application.
- I have read and understood the THE COLLEGE's Pre-Enrolment information, course information, course fees and charges, entry/admission requirements and all information outlined in the International Student Handbook available in THE COLLEGE's website.
- I have read and understand all relevant information and policy and procedures provided in THE COLLEGE's website along with the policy related to Refund and information on RPL and Credit Transfer.
- I understand that I will present originals of all documents used to support my application at the time of enrolment.
- I agree to complete my studies in accordance with THE COLLEGE's policies and procedures and abide THE COLLEGE's Code of Conduct.
- THE COLLEGE has advised me that I am responsible for keeping copies of the agreement, any work submitted to The College, any receipts, and all payment receipts.
- I agree that by signing this declaration, I am accepting the above payment terms and conditions as outlined within this Offer letter.

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- I understand that I have to keep paying the agreed amount according to the student instalment plans. Failure to pay the fees on the agreed date may result in cancellation of enrolment at THE COLLEGE. (Please refer to Student handbook for policy and procedures).

DECLARATION AND ACCEPTANCE BY APPLICANT:

I agree that by signing this declaration, I am accepting the above payment terms and conditions as outlined within this Offer letter and Enrolment Acceptance Agreement.

Signed by Applicant:

Date: