

TVSA Pilot Training Pty Ltd
RTO ID: 7006
CRICOS Provider ID: 03787B

LETTER OF OFFER AND ACCEPTANCE AGREEMENT

Thank you for your applying to undertake 0100435 Diploma of Aviation (Commercial Pilot Licence – Aeroplane) with TVSA Pilot Training.

We are pleased to advise that you have met the minimum entry requirements and have been accepted into our course.

Please find below information pertaining to your qualification. Please read and review this carefully and once having done so, sign the agreement where indicated, confirming your acceptance of our offer and all the terms and conditions set out in this agreement.

Course Name:	Diploma of Aviation (Commercial Pilot Licence – Aeroplane)
Course Code:	AVI50215
CRICOS Code:	100435
Campus:	Bacchus Marsh
Duration (weeks):	52 weeks
Total Course Fee:	\$100,000 AUD

This offer is only valid until <Date> unless accepted and providing there are course vacancies. A place in this course is not confirmed until TVSA Pilot Training receives the signed acceptance agreement, deposit payment and issues you with a Confirmation of Enrolment (COE).

Course Delivery/ Mode of study

This course will be delivered face to face via a mixture of ground theory delivered by CASA endorsed flight instructors (classroom based), seminars, tutorials, mass briefings and workshops, as well as 1:1 practical and simulated flight training.

Conditions on Enrolment

To maintain enrolment in this course, students must:

- Abide by guidelines as stated in the student code of conduct and the international student handbook.
- Abide by the guidelines and conditions as stated by the Department of Home Affairs in accordance with Sub Class 500 Student Visas.
- Meet course deadlines and due dates as determined by their team leader.
- Act in a way that is safe and respectful to themselves and those around them.
- Complete course work to the standard as communicated to them by their team leader.
- Meet Payment Schedule as defined in this agreement.

Tuition Fees and Payment

The tuition fees for your course are set out as follows:

Total Fees: \$100,000.00 AUD

Payment Terms:

Phase	Fee:	Due Date:
Deposit	\$10,000	Upon Acceptance of Offer
Phase 1	\$18,000	Upon enrolment
Phase 2	\$18,000	No later than commencement date of Phase 2
Phase 3	\$18,000	No later than commencement date of Phase 3
Phase 4	\$18,000	No later than commencement date of Phase 4
Phase 5	\$18,000	No later than commencement date of Phase 5

You must pay your fees within 7 days of receiving your invoice, unless you have contacted TVSA Pilot Training to make other arrangements. It is important that you pay your fees on time to maintain your enrolment.

If you are having difficulty with keeping up with payments, you must contact us at +61 3 5369 5162.

You may elect to pay more than the enrolment deposit outlined above. Please contact the RTO General Manager to discuss your payment options should you wish to do so.

Course fees include all required administration, materials and tuition fees. Any optional textbooks or materials that may be recommended but are not required for completion of the course are not included in the course fees.

The course deposit covers some publications and accessories as well as assistance with visa applications and travel arrangements. All other resources (as specified in each course overview) is to be at the student expense. Please review this information carefully. Students are responsible for managing their flight notes, including the backup and storage of their theory work.

Your tuition fees include:

- 150 Flight Training Hours
- Commercial Theory Subjects
- Ground Theory and Briefings
- Assistance with Visa and Travel Arrangements
- First Attempt at PEXO CPL and RPL Examinations.

Your tuition fees exclude:

- Course materials as detailed in course booklet.
- Remedial flight training as needed.
- Costs associated with exceeding height and weight restrictions.
- Cost of living in Australia and accommodation.
- Health Insurance.

Payment Options

Payment options include:

- Payment in full at the beginning of the course.
- Payment as per the schedule outlined above.
- Custom payment plan as organised with TVSA Pilot Training.

Please make deposit payment via bank transfer as per the details below as acceptance of this offer.

Direct Deposit

Account Name: TVSA Pilot Training
Bank Name: Bank of Melbourne
BSB Number:
Account Number:
SWIFT Code:

You must include your Student ID Number and Full Name when transferring fee. Once payment has been made and submit a copy of your payment receipt to accounts@tvsa.edu.au.

Additional Fees

You may be charged additional fees for the following:

- Re-assessment / Additional or Remedial Flight Training
- Course Deferral
- Course Extension
- Aircraft or Facility Damages

Re-Assessment / Additional Flight Training

Students failing to achieve competence within the number of hours of included flight training will be required to pay for any additional flight training required to achieve competence. This will be charged at TVSA Pilot Training's current hourly flight training rates. Alternatively, a student may apply to use one of their remedial flights to re-sit a flight lesson. In these instances, the student must complete a 'Request to Use a Remedial Flight' form. The use of remedial flights will be at the sole discretion of TVSA Pilot Training.

Damages to Property

If a student is involved in damaging an aircraft, headsets or other equipment supplied and owned by TVSA Pilot Training, the student is deemed liable for the repair/replacement of that aircraft/equipment.

The student will be invoiced for charges associated. Invoices need to be paid within seven (7) days.

Abandonment & Recovery Costs

If a student abandon's the aircraft at any other place other than its home base due to weather, the student is liable for the fees associated in sending staff to fly the aircraft back to its home base. These costs will be charged to the student at Management discretion.

The student will be invoiced for charges associated. Invoices need to be paid within seven (7) days.

Cleaning Charges

In the event that the student returns the aircraft in anything other than a clean and tidy condition (or in the state that it left), the student will be charged a cleaning levy.

The student will be invoiced for charges associated. Invoices need to be paid within seven (7) days.

Landing Fees & Parking Fees

Students are required to pay for landing fees, parking fees and all other costs incurred at airports other than Bacchus Marsh Aerodrome. These are required to be paid on the day of the flight. Fees incurred for debt recovery and collection will be invoiced to the student debtor.

Height & Weight Restrictions

Some aircrafts have height and weight restrictions. In the event that a student exceeds these, the student will be required to fly in an alternative aircraft and pay any additional fees, as per our current fees and charges schedule.

Absence

If a student is absent, resulting in a flight being delayed or reschedule, the student may be liable for the cost of the lesson.

Failed or Missed Exams/Tests

All students are booked in for exams by TVSA at predetermined times, in line with their required academic progress. Should a student fail an exam or miss an exam (without prior notification) the student is liable to pay the cost of re-sitting the exam/test.

Refunds

As per our student handbook, refunds are subject to the following terms and conditions:

TVSA will provide a refund, less the following costs if they choose to withdraw:

- Withdrawals received within 7 days of enrolment will incur no charge.
- Withdrawals received more than 7 days after enrolment, but before the first 5 business days of the course commencing, will incur a \$250 administration charge. All other fees paid will be refunded according to the timelines set out in the written agreement.
- Withdrawals received after 5 business days of the course commencing will not receive a refund. Any outstanding fees will be due and payable according to agreed timeframes.

If TVSA defaults, students will be refunded for any training that is no longer able to be delivered. TVSA will be at provider default should any of the following occur:

- TVSA fails to start providing the course to the student at the location on the agreed starting day; or
- After the course starts but before it is completed, it ceases to be provided to the student at the location; and the student has not withdrawn from the course before the default day.

TVSA will satisfy their obligations under Part 5, Division 1, Subdivision A of the ESOS Act to notify the TPS (tuition protection service) within 14 days should they be at provider default. The TPS is there to ensure that the placement and refund process for students is quick and streamlined.

Note: If you are asked to cease training with TVSA because of non-payment of the course fees, breach the conditions of your student visa or written agreement a refund may be provided at discretion of the CEO less any amounts outstanding and associated administration fees.

For further information regarding fees, charges and refunds, please refer to the International Student Handbook.

Please note that this written agreement, and the right to make complaints and seek appeals of the 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.

Retention of documents

It is the student's responsibility to retain and store securely this written agreement, in addition to any receipts received for payment of tuition fees or non-tuition fees.

Personal Information – Privacy and confidentiality

TVSA Pilot Training is required to provide the Department with student and training activity data. This includes personal information collected in the TVSA Pilot Training enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

TVSA Pilot Training provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning. A student's USI may be used for specific VET purposes including the verification of student data provided by TVSA Pilot Training; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

I understand that TVSA Pilot Training will disclose my information to the Department of Education for the purposes stated above and that DEEWR will store the information securely in the VET Student Loan IT System/Higher Education Information Management System. I understand that the 'Department' may disclose the information to the Australian Taxation Office and that TVSA and the Department will not otherwise disclose my information without my consent unless required or authorized to do so by law, and in accordance with TVSA's Information Privacy Policy.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed, and NCVER policies, procedures and protocols published on NCVER's website at www.ncver.edu.au

Name:

Date:

Signature:

Student Declaration

- I understand that 100435 Diploma of Aviation (Commercial Pilot Licence – Aeroplane) is my primary course.
- I confirm that I have read and fully understand the detailed information outlined in the agreement above.
- I understand that continuation in the course/s is dependent upon satisfactory academic progress and participation.
- I understand that tuition fees do not include the cost of course materials such as books, uniform and flight instruments.
- I understand that I must arrive in Australia by the orientation and course commencement dates. If I arrive after the commencement of classes, I may not be permitted to enrol in the course unless I have written permission from TVSA Pilot Training.
- I understand that if I must repeat any subjects or require any remedial flight training or ground theory, fees will apply.
- I understand that any fees not paid by the due dates specified will result in a late payment fee of \$100 and I will be placed on the no-fly list and my training delayed until payment is received.
- I understand that my acceptance is not confirmed unless I sign and return this letter, pay the course deposit and receive my COE from TVSA Pilot Training.

Name: _____

Date: _____

Signature: _____