

Terms and Conditions

Course Enrolment Agreement:

Students undertaking qualifications at Academy of Global Business Training Pty Ltd must read, understand and agree to the Term and Conditions which included the Course Enrolment Agreement.

Students give consent to make any enquiries necessary to verify the information disclosed in this application.

By accepting these terms the student agrees to pay the Course fees plus GST if applicable for the

Course using the payment method selected under this Course Enrolment Agreement.

Students undertaking qualification at Academy of Global Business Training Pty Ltd accept to pay the full amount of the Course fees even if they do not complete the Course or fail to advise AGBT of withdrawal from the Course during the orientation period.

In the event that the Course is not complete within the given timeframe, the Course will be immediately suspended and access to the Course will be denied.

The duration of the Course is stated in the Course Description and/or advised at time of enrolment.

Upon receipt of the Course Fee as determined in the Course enrolment agreement, Academy of Global Business Training agrees to:

- provide a tax invoice
- provide login details to access the online Course Materials and assessments
- mark and provide feedback on my submitted assessment tasks
- provide trainer support throughout my enrolment; and
- Issue a Certificate or Statement of Attainment/s upon satisfactory completion of the course if applicable.

Students acknowledge the following, in relation to course enrolment:

- Course enrolment is complete when the student has fully paid for the course
- The course commencement date is the date of the first payment.
- On the same day the student will be issued a username and password for online course access.
- Course duration is effective from the course commencement date.
- Login access to available units will be active as at the course commencement date.
- A student will be deemed to have commenced their course at the commencement date.
- The Course is non-transferable once the student has commenced.

Eligible cancellation during orientation period:

When you decide to apply and enroll online, upon registration you will be charged an initial deposit of \$1000. You will receive an email receipt as well the initial emailed welcome note. You are officially enrolled at the payment of your first deposit. The remainder of the fees are payable in the next consecutive 5 day blocks; at a maximum of \$1,500 for each installment. The first 5 days is your grace period if you change your mind.

In the next consecutive 5 days, you can also change your mind however will only receive 75% refund. The final enrolment fees are paid in the following consecutive 5 days. Fees must be paid in full upon receiving this notification from Global Business Trainer. The payment structure depends on the cost of the course. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, cheque or credit card via Pay Pal.

Payment Plan:

Students agree to honor the payment plan and understand that:

- all installments must be paid on or before the due date;
- Sufficient funds are available in a nominated account to meet the installment payments;
- AGBT reserves the right to suspend access to my online Course in the event that the student fails to pay any part of the Course Fees as and when it falls due for payment;
- in the event that a request or fail to advise of a course cancellation, the balance of the course fees will be paid in full or continue to be paid under the payment plan schedule; and
- AGBT will not issue a Certificate or Statement of Attainment/s until course fees are paid in full.

Default on the repayment schedule:

- Enrolments will be suspended and the outstanding account will become immediately due and payable; or
- as a cancelled student the outstanding account will become immediately due and payable
- the outstanding debt will be forwarded to a debt collection agency, and
- the student may also be required to pay additional fees associated with the debt collection process.

Course Materials: Acknowledgement

- Course Materials are supplied in an online environment, unless otherwise stated in the AGBT Course Description, and once enrolment has ended, access is denied. Therefore it becomes the student's responsibility to save and/or copy content as required for reference purposes.
- The content of the online Course Materials, including copyright and all other such intellectual property rights contained therein, remain the property of AGBT. You may not reproduce any part of the online Course Materials without the prior written consent of AGBT.

Course Extension Policy:

If a student wishes to continue with the Course beyond the expiry date, application for a course extension must be made in writing to AGBT and received 14 days prior to expiry date.

- AGBT will not be obliged under any circumstances to extend the period of a student's enrolment if the student has not completed the program/Course in the allocated time.
- Once the allocated time for a given program/course has ended the student will no longer be provided with access to the course material, course assessment and unlimited trainer

support.

- In most instances AGBT may arrange a course extension for a student at an additional fee of \$290 for a three month extension and \$500 for a six month extension.
- In some circumstances a student may wish to place their course on hold due to extended holidays or unforeseen events which do not allow continued study. Students should contact AGBT Student Support to request their course be placed on hold for a period time which is not to exceed six months.

AGBT refund policy and guidelines: Fee for Service Enrolments:

Cancellation of course or program by Academy of Global Business Training

Should AGBT cancel a course for any reason, students enrolled at the time AGBT announces the cancellation will be entitled to a full refund, and this will incur no administrative charges or penalties.

Withdrawal due to unavailable units

Should AGBT be unable to provide all units to meet the student's course completion schedule. The following will apply:

- Course Fees paid will be refunded in full, and
- No Statement of Attainment will be issued on any unit, or
- Course fees paid on any unavailable unit/s will be refunded, and
- Statement of Attainment will be issued for satisfactorily completed units.

Withdrawal during course or program

Cancellations other than eligible cancellations during the orientation period for students that have commenced their course will not be entitled to a refund.

Statement of Attainment/s will only be issued for any units that have been satisfactorily completed and paid for.

Deferred payments are not entitled to a Statement of Attainment unless the amount is equivalent or more than the calculated unit price.

Please note: an Individual unit price will be calculated at \$380 per unit completed. [Withdrawal due to illness or hardship](#)

In the case of a participant who withdrew from a course or program due to illness or extreme hardship, AGBT may, at its discretion, allow a refund of the fees. The following conditions apply:

- The person concerned must produce satisfactory evidence of the circumstances of his/her withdrawal, such as medical certificates;
- A cancellation fee of 25% of full course fees will be withheld;
- Withdrawal must take place prior to the expiration of the course; and
- If a refund has been issued a Statement of Attainment will NOT be granted for any units

Traineeship Enrolments

Cancellation of course or program by Accredited Online Training

Should AGBT cancel a course for any reason, students enrolled at the time AGBT announces the cancellation will be entitled to a full refund, and this will incur no administrative charges or penalties.

Confidentiality and Privacy

- We will keep any information including your account details in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- We will only disclose information that we have about you:
 - to the extent specifically required by law; or
 - for the purposes of this agreement (including disclosing information in connection with any query or claim).
 - information provided by you is considered confidential and will not be divulged to any third party, nor will it be sold.

Student Handbook:

The AGBT Student Handbook is available for download from the AGBT website. Students enrolled at the Academy of Global Business Training accept responsibility to ensure they have read and understand the AGBT Student Handbook prior to enrolment.

Offers for Returning Students: Nationally Recognised Course Units

The nationally recognised course unit/s you completed with AGBT may be valid for several qualifications. This means you can receive credit transfer into a course you wish to complete. Each unit's credit transfer will give you \$100 off your next nationally recognised course. Each credit transfer also reduces the number of units you will have to study.

Nationally Recognised Certificate IV and Diploma Courses

On completion of your Certificate IV or Diploma with AGBT, you will be entitled to receive 15% discount off the next nationally recognised course you enrol in with AGBT. You may receive credit transfers in a variety of other Certificate IV and Diploma qualifications. Each unit's credit transfer will give you \$100 off your next nationally recognised course. Each credit transfer also reduces the number of units you will have to study.

Revisions

AGBT may revise the Student Handbook, Policy Documents and any terms and conditions contained in this agreement, at any time in our sole discretion. Any such revisions will be available from our website.

Acceptance of Course Enrolment Agreement:

By accepting the terms of this Course Enrolment Agreement:

- you are warranting that you are 18 years of age or over; or
- if you are under 18 years of age, you must ensure your parent or guardian accepts the conditions of this Course Enrolment Agreement. By such execution, your parent or guardian acknowledges and accepts the terms and conditions herein, including guaranteeing the principal liability to make payment of the course fee; and
- you are not legally bankrupt; and
- you are giving AGBT consent to undertake, if applicable, a credit check with the Credit Reference Association of Australia.

Network Etiquette Guide

Your engagement with the AGBT site signifies your agreement to be held responsible for your own use of the site and for your user postings. Postings include all content you may

have submitted, posted, published or distributed on the site, including, but not limited to, material you may have placed or engaged with on bulletin boards, chatrooms, blogs and forums. Your postings also include wiki edits, notes, questions, comments, videos, video tutorials including conversations and written comments and files you upload to the site.

As conditions of your use of the AGBT site, you will always engage online in an appropriate manner, research facts and cite sources. You will not use the site in any manner intended to damage, disable, overburden or impair the AGBT server, and you will adhere to the framework for online/network etiquette below. You will not discuss illegal activities with the intent to commit them, nor will you post:

- Any material that harms another person's reputation, or could be construed as harassment or a threat to others including spamming;
- Content that infringes another's intellectual property rights including in respect to copyrights or trademarks;
- Pornographic, obscene, indecent, offensive or unlawful content;
- Advertising material or any other form of commercial solicitation;
- Content that aligns with political activities;
- Viruses, Trojan horses, worms, time bombs, corrupted files, malware, spyware or any other software that could damage the operation of another's computer or property;
or
- Any content that in any way knowingly negatively influences or misleads others.

AGBT, as a controlled entity abides by netiquette for online engagement within the course environment. As such, participants in courses offered by AGBT should be aware of the following information which explains your rights and responsibilities associated with online use:

[Permission to use materials](#)

All content or other material available on the AGBT site, including, but not limited to code, images, text, layouts, arrangements, displays, illustrations, audio and video clips, HTML files and other content, are the property of AGBT or its affiliates or licensors and are protected by copyright, patent and/or other proprietary intellectual property rights. In return for your agreement to the terms and conditions contained here, AGBT grants you a personal, non-exclusive, non-transferable licence to access and use its site. You may download material from the site only for your own personal, non-commercial use. You may not otherwise copy, reproduce, retransmit, distribute, publish, commercially exploit or otherwise transfer any material, nor may you modify or create derivative works of the material. The burden of determining that your use of any information, software or any other content on the site is permissible rests with you.

[Respect Code](#)

By enrolling in Academy of Global Business Training, you agree that you will:

- Complete and submit only your own work, and not that of another person;
- Maintain only one user account and not distribute your username and password to anyone else;
- Not engage in any activity that would dishonestly improve my results, or improve or hurt the results of others;
- Not post answers to problems that are being used to assess student performance;
- Follow the network etiquette Guide of AGBT when interacting with other students.

Disclaimer

The Academy of Global Business Training website contains information and documents believed to be reliable at the date loaded. AGBT, however, makes no warranty, guarantee, or promise express or implied concerning the accuracy or completeness of any information or documents stored and/or served by the site. Users should make their own interpretations, deductions, conclusions and enquiries, and may refer to the originating bodies or areas sourcing the information or documents, for final confirmation.

The publication of details of courses or services offered by AGBT does not imply an obligation on the part of AGBT to offer them in a given year, or in the manner described herein. AGBT reserves the right to alter information on this website in relation to procedures, fees and regulations and to discontinue or vary courses and services at any time, without notice.

AGBT may provide links to external sites via this website. The monitoring and reviewing of the content at those third party websites is not the responsibility of AGBT - nor does AGBT recommend or approve the content, owners or information located at websites or via applications available through this website.

Any inaccuracies on this website brought to the attention of AGBT will be corrected as soon as reasonably practicable.

AGBT accepts no liability for any loss or damage suffered as a result of the reliance on or use of any information stored on or accessible via this website.