

# Accounting Professional Year Program Application Form

## Personal Details

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Surname
Given Name(s)
Preferred Name
Date of Birth (DD/MM/YYYY)
Country of Citizenship (per passport)
Passport No.
Passport Expiry (DD/MM/YYYY)

## Contact Details (in Australia)

Current Address
Suburb State
Postcode
Home Phone
Mobile Phone
Email

## Emergency Contact

Contact Name
Contact Number

## Residency or Visa Type

<input type="checkbox"/> 485 or Bridging Visa
Applied Date:
<input type="checkbox"/> Other, please specify
Visa Expiry (DD/MM/YYYY)

## Education

Tertiary studies completed or undertake in Australia
Qualification1
School/Institution
Course Duration
Year Completed
Qualification2
School/Institution
Course Duration
Year Completed

## English Language Proficiency

<input type="checkbox"/> PTE <input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> Other
Date of Test (DD/MM/YYYY)
Writing Reading
Speaking Listening

## Medical / Disability

Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify

## How did you hear about ARC PYP?

<input type="checkbox"/> Internet <input type="checkbox"/> Friend <input type="checkbox"/> University
<input type="checkbox"/> Information Seminar/Event <input type="checkbox"/> Advertising <input type="checkbox"/> Agent
(Name of the referring Agent)

## Program of Study

Intake Date (DD/MM/YYYY)
Preferred Class Day

## Program Location

<input type="checkbox"/> Melbourne <input type="checkbox"/> Sydney <input type="checkbox"/> Adelaide
<input type="checkbox"/> Canberra <input type="checkbox"/> Brisbane <input type="checkbox"/> Hobart

## Program Package

<input type="checkbox"/> Basic <input type="checkbox"/> Premium
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## Scholarship

Apply for Scholarship Yes No

Scholarship Requirements:

1. English proficiency: IELTS 6.0 or Equivalent and
2. Academic Result Requirement: Average score above 60 \*

\* Special consideration may apply for applicants whose academic average score is below the requirement but have held 2 or more jobs.

\* If special consideration is applicable, the applicant should fill out the Special Consideration Form.

## Application Checklist

Make sure all of the following six documents are submitted:
<input type="checkbox"/> Certified** completion letter
<input type="checkbox"/> Certified** copy of your academic transcript/qualifications including transferred credits
<input type="checkbox"/> Evidence of current visa status
<input type="checkbox"/> Certified** copy of your photo and signature passport page
<input type="checkbox"/> Certified** evidence of English language proficiency
<input type="checkbox"/> A positive skills assessment from one of the Accounting Bodies.

\*\* A certified copy means that the original document has been signed by an approved person and certified as a true copy of the original.

## Privacy Statement and Declaration

1. I declare that the information submitted with this application is true, correct and complete. I further declare that any tertiary academic results submitted are a complete record of all results I have obtained from every tertiary institution I have attended, whether in Australia or overseas.

2. I acknowledge that failure to disclose my academic record may result in the Accountants Resource Centre (ARC) revoking an offer or terminating my studies at any stage.

3. I authorize ARC to seek verification of my academic, professional qualifications and work experience. I understand that ARC 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.

4. I understand my personal information will be made available to the relevant Professional Body and the Department of Home Affairs (DHA) and other Australian government bodies as required by law.

5. I understand that the successful completion of a Professional Year Program does not guarantee that I will receive permanent residency.

6. I authorize ARC to disclose information relevant to my application and enrolment to third parties for the purpose of progressing my application and enrolment and administering any program.

## Terms and Conditions

I acknowledge the following Terms and Conditions regarding my enrolment in the Professional Year Program with the Accountants Resource Centre.

The program consists of a minimum 44 week course and includes both class-based course work and an internship placement. Please note that the course calendar is a guide only.

I acknowledge that:

1. Any variation in these Terms and Conditions must be in writing and signed on behalf of the Accountants Resource Centre.

2. I understand that I must attend 100% of all classes and must satisfactorily complete all the assessments.

3. 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 the Accountants Resource Centre, my enrolment may be cancelled. If my enrolment is cancelled because of this I agree that I will not be entitled to a refund of any fees/other charges paid under these Terms and Conditions.

4. I understand I must complete all the course work prior to undertaking my internship.

5. I understand I will be required to attend organised activities as part of the program, including the internship placement.

6. I authorise the Accountants Resource Centre and the Internship Host Company, to obtain medical treatment for me should they deem such action necessary. I agree to indemnify the Accountants Resource Centre or any Host Company for any expenses, loss or damage or liability of whatsoever nature occasioned as a result of authorising and arranging any emergency medical treatment.

7. I acknowledge that the Accountants Resource Centre will arrange my internship in a host company which matches my field of study. I understand that I will need to attend interviews for the placement and that the selected host company is at the final discretion of the Accountants Resource Centre.

8. I understand that I am required to have 100% attendance throughout the internship period and to complete all the work assigned.

9. I acknowledge that I am fully responsible for all matters concerning my visa and will not hold the Accountants Resource Centre liable for any matters relating to this.

10. I understand that by submitting my Application Form to ARC, I am not guaranteed to receive a scholarship. ARC reserves all the rights for the allocation of scholarships and the allocation is final and not open to appeal. All successful applicants will be notified.

11. I understand that the scholarships do not consist of cash payments or any other form of credit transfer. Candidates granted a scholarship will be offered enrolment in the Accounting Professional Year Program at a reduced tuition fee, equivalent to the amount of credit described in their category of offer. The remainder of the tuition fees that are not accounted for by the scholarship, are to be paid in full, and strictly in accordance with the payment arrangements initially agreed upon.

12. I understand also that if I am granted a scholarship offer it will not be transferrable and it will not be deferrable except under exceptional circumstances decided by ARC. All decisions will be final and no appeal will be entered into.

13. I accept that if I am granted a scholarship and I accept the offer, my name and course details may be used for marketing purposes related to ARC.

14. I understand that the scholarships DO NOT cover:

- i. Student visa applications and processing fees or any other visa related expenses
- ii. Travel expenses to and from your country of origin, and within Australia
- iii. Living expenses in Australia (including accommodation, food, internet, medical, and insurance, legal and any other personal expenses)
- iv. Any other expenses.

# Payment Details and Refund Policy

## Payment Details

1. Tuition fees for the ARC PYP Accounting, please contact us directly.
2. The Application Fee is \$250. This Application Fee is not refundable under any circumstance. A deposit of \$1,500 is payable in advance to secure a position in any intake.
3. All fees (including tuition fees) are payable in Australian Dollars (AUD) and are to be transferred to an ARC account.
4. Please note instalment payments will be automatically deducted from students nominated account as per the "student loan – deferred payment plans direct debit authority form" agreement (NOTE: fees & charges apply).
5. Third party providers may charge a fee for dishonoured payments.
6. Credit cards attract a 2 % processing fee. American Express is not accepted. All fees are non- refundable.

### 7. ARC Non-Tuition Fees:

Change of Class*	\$30	
*If an application for changing class is submitted 14 days prior to the scheduled class, no charge applies. *If the application is submitted less than 14 days prior to the scheduled class, \$30 will be charged.		
Re Issue of Certificate and Transcript	\$50	
Awards postage	Within Australia standard. \$10 International standard. Price from \$18.55	
Late payment fee	\$5.00 per day	
Campus Transfer**	\$ 225	
**Only campus transfers between the basic package to the basic package will incur a \$225 charge. ** Campus transfers may require a change in the tuition fee according to the package deal.		
Make Up Class Payments		
Number of missed classes	Basic Package Student	Premium/Platinum Package Student
1st	\$110	Free
2nd	\$110	Free
3rd	\$110	Free
4th	\$110	Free
5th	\$110	Free
6th	\$110	Free
7th	\$110 plus 1-week delay in certificate	\$110 plus 1-week delay in certificate
8th	\$110 plus 2-week delay in certificate	\$110 plus 2-week delay in certificate
9th	\$110 plus 3-week delay in certificate	\$110 plus 3-week delay in certificate
10th	\$110 plus 4-week delay in certificate	\$110 plus 4-week delay in certificate
11th & plus	Review enrolment status	Review enrolment status

## Bank Details

1. Melbourne Campus  
Account Name: ARC and Associates Pty Ltd  
BSB: 063 581  
Account #: 1029 3226  
Reference: ARC #
2. Sydney / Canberra Campus  
Account Name: ARC and Associates Pty Ltd  
BSB: 013 440  
Account #: 2821 31315  
Reference: ARC #
3. Brisbane Campus  
Account Name: ARC and Associates Pty Ltd  
BSB: 013 440  
Account #: 308 705 269  
Reference: ARC #
4. Adelaide Campus  
Account Name: ARC and Associates Pty Ltd  
BSB: 013 440  
Account #: 304 265 622  
Reference: ARC #
5. Hobart Campus  
Account Name: ARC and Associates Pty Ltd  
BSB: 033 083  
Account #: 398 886  
Reference: ARC #

## Refund/Withdrawal Policy

All students seeking a refund must complete and submit the Withdrawal Application Form, which is available from the Accountants Resource Centre.

### 1. Full Refund

The Accountants Resource Centre agrees to refund to the original fee paying party, upon receipt of a written notice of cancellation by the applicant, all tuition fees paid:

- Where the Accountants Resource Centre is unable to offer the Accounting Professional Year Program and a suitable alternative cannot be provided.
- Where the Accountants Resource Centre refuses the enrolment application.

### 2. Cancellation/Withdrawal Refund Policy: Upfront Payment & Monthly Instalments

Written notice received	Refund policy
More than 14 days prior to the intake day of the course:	Full refund of total tuition fees.
Less than 14 days prior to the commencement of the course:	90% of full tuition fees.
After commencement of the course and within 10 weeks after intake day:	Upfront payment: 25% of full tuition fees.
	Instalment payments: no refund and students are liable for all outstanding tuition fees.
More than 10 weeks after intake date:	No refund and instalment payment students are liable for all outstanding tuition fees.

## Declaration

I have read and accepted all of the above, including the Privacy Statement and Declaration, the Terms and Conditions (including Payment Details, Bank Details, Refund/Withdrawal Policy).

Applicant's Name:

Applicant's Signature:

Date:

Please send the Completed Application To:

### Accountants Resource Centre Accounting Professional Year Program

Melbourne  
Suite 1/200 Toorak Road, South Yarra, VIC 3141  
T: (03) 9827 2828 or (03) 9827 2126  
M: 0433 365 818  
M: 0433 959 699  
E: [info@AccountantsRC.com.au](mailto:info@AccountantsRC.com.au)

Sydney  
Suite 1209, Level 12, 87-89 Liverpool Street, World Tower Commercial, Sydney NSW 2000  
T: (02) 9267 9777  
M: 0405 828 505  
M: 0433 823 699  
M: 0433 824 699  
E: [info.sydney@AccountantsRC.com.au](mailto:info.sydney@AccountantsRC.com.au)

Adelaide  
Level 2, 97 Pirie Street, Adelaide, SA 5000  
T: (08) 8211 8331  
M: 0478 006 099  
M: 0433 875 699  
E: [info.adelaide@AccountantsRC.com.au](mailto:info.adelaide@AccountantsRC.com.au)

Brisbane  
Level 2, 150 Edward Street, Brisbane, QLD 4000  
T: (07) 3221 4194  
M: 0433 821 699  
E: [info.brisbane@AccountantsRC.com.au](mailto:info.brisbane@AccountantsRC.com.au)

Canberra  
Suite 1209, Level 12, 87-89 Liverpool Street, World Tower Commercial, Sydney NSW 2000  
T: (02) 9267 9777  
M: 0433 918 699  
E: [info.canberra@AccountantsRC.com.au](mailto:info.canberra@AccountantsRC.com.au)

Hobart  
Level 2, 86 Collins Street, Hobart, TAS 7000  
T: (03) 6234 4888  
M: 0433 929 699  
E: [info.hobart@AccountantsRC.com.au](mailto:info.hobart@AccountantsRC.com.au)