



# Graduate Program: Company Application

## Application Form

Please email applications to [graduate@ee aust.com.au](mailto:graduate@ee aust.com.au)

Once the company application is received, Engineers Education Australia (EEA) will send an individual enrolment form for each participant or a company manager to complete.

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## Company Details

Company name:

Company contact:

Company address:

Preferred email:

Contact number:

Number of participants:

State(s):

Intake:

Feb 2018

Jul 2018

Each student will receive an individual enrolment form requesting their contact details and university transcript to verify they are eligible for the program.

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## Company Approval

Authorised by:

Title:

State and postcode:

Telephone:

Email:

The majority of our company correspondence with you will be via email. Please ensure your email address is accurate.

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## Important Information About Payment

- All fees are non-refundable and non-transferable once the program has commenced
- Before your company lodges its Graduate Program application form please ensure:
  - you have read and signed the Terms and Conditions outlined overleaf
  - your finance team have read, completed & signed the Finance Form
  - A refund of the application fee of \$500 plus GST (less \$75 plus GST administration fee) will be issued for students who do not meet the EEA selection criteria before commencement of the Graduate Program

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## Finance Form

### Please forward this form to your finance team for completion & authorisation.

An application fee of \$500.00 per participant (non-refundable) must accompany your application. If you do not nominate your payment and payment method we will be unable to accept your application.

Please note: Once you have been issued with an invoice, if you then wish to change your payment method from full payment to installments or vice versa, you will incur a non-refundable \$75 administration fee on top of your program fees.

Please indicate your preferred method of payment below. All amounts are indicated in Australian dollars and are **exclusive of GST**.

### Payment Methods:

#### Payment in full - \$5,650 per participant plus GST

By selecting this option you commit to paying for this program in full. Payment must accompany the signed application form. (NB: An invoice will be issued once the student verification process has occurred)

#### Deposit plus two instalment option - \$5,650 per participant plus GST

By selecting this option, you acknowledge that you will receive a single invoice for the full amount with a deposit and two instalment dates spanning multiple financial years.

- Deposit of \$500.00 plus GST application fee per participant to accompany initial application (non-refundable)
  - \$3,435 plus GST per participant due and payable prior to the commencement of the program
  - \$1,715 plus GST per participant due and payable prior to the commencement of module 3
- (NB: instalment dates are dependent on commencement date of program)

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### Should your accounting package not facilitate the Deposit plus two instalment option spanning multiple financial years, we have developed a two or three invoice option to cover each instalment.

#### Two Invoice Option

By selecting this option, you commit to paying the deposit & the first instalment on a single invoice

- \$3,935 plus GST per participant to accompany the signed application form. (NB: An invoice will be issued once the student verification process has occurred)
- \$1,715 plus GST per participant will be invoiced 30 days prior to the commencement of module 3.

#### Three Invoice Option

By selecting this option, you commit to paying for the program in 3 separate invoices

- Deposit of \$500.00 plus GST application fee per participant to accompany initial application (non-refundable) (NB: An invoice will be issued once the student verification process has occurred)
- \$3,435 plus GST per participant will be invoiced 30 days prior to the commencement of the program
- \$1,715 plus GST per participant will be invoiced 30 days prior to the commencement of module 3 (NB: instalment dates are dependent on commencement date of program)

Purchase  
Order No:

Date:

Signed:

Name:

(Authorised Finance Manager)

(Authorised Finance Manager)

## Terms and Conditions

Please tick to accept

I understand that a place on the Graduate Program will only be secured after payment by the company of the \$500 plus GST application fee per participant, and acceptance by EEA of each participant's individual application.

I understand that the completion of the Graduate Program does not guarantee that participants will automatically be eligible for a graduate certificate.

I understand that after commencement of the Graduate Program all fees are non-refundable and non-transferable. Any course fees outstanding at the time of a participant withdrawal, cancellation or suspension will remain due and payable by The Company.

I understand that failure by The Company to meet instalment plan obligations may result in participants being suspended from the Graduate Program.

EEA reserves the right to vary the Graduate Program structure or content at any time at its discretion.

EEA reserves the right to refuse any participant enrolment as permitted by law.

I confirm I have read these terms and conditions and have full legal capacity and power to agree to these Terms and Conditions on behalf of the Company.

Full name

Title

Signature

Date

PRIVACY: EEA is committed to protecting your privacy. The information collected on this application form is for the purposes of processing your Company's application, creating and maintaining records, keeping you informed of upcoming events and assisting us in improving our service to you. If you do not wish to receive information from EEA please email [info@ee aust.com.au](mailto:info@ee aust.com.au) and type 'remove my details' in the subject header. Please include your contact details (name, address and phone) in the email.

## Our Partners



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