



## **TERMS AND CONDITIONS FOR REFERRAL OF DOMESTIC STUDENTS TO ACPE**

### Important Principles:

1. ACPE reserves the right to take legal action if you have engaged in any unethical conduct in relation this referral program. This includes offering students financial or other incentives to enrol at ACPE, misrepresenting information about ACPE and its courses and/or referring students or sharing their details without their consent.
2. You are expected to act honestly and in good faith at all times and act in the best interest of the prospective student at all times.
3. You are not authorised to make any agreements or representations on behalf of ACPE without ACPE's written consent.
4. You are not permitted to initiate or authorise any marketing campaigns or use ACPE's branding without ACPE's written consent.
5. You are not appointed as an employee, representative or agent of ACPE and are not entitled to any other remuneration.
6. International students are not eligible for referral to ACPE under this referral program due to the regulatory requirements under the ESOS framework.
7. You may only refer eligible students who are Australian Permanent Residents or Citizens to ACPE in good faith.

### You Should:

- Obtain the consent of the prospective student prior to referring the student to ACPE.
- Only refer a student to ACPE, once the student has provided consent for you to do so, if you honestly believe that the student would potentially meet the entry requirements and would benefit from the course.

### You should not:

- Make any promises or commitments about ACPE, its courses, recognition of prior learning or delivery modes to prospective students. Any questions should be referred directly to ACPE's Student Enrolment Advisors who have been trained and are aware of the course requirements, entry requirements and regulatory environment.
- Not take any action that could potentially harm ACPE's reputation.

# Referral Fee

ACPE agrees to pay you a once-off referral fee of \$1000 + GST for every eligible student<sup>1</sup> you refer to ACPE who:

- Meets the ACPE entry requirements (academic and English proficiency); and
- Enrols in a minimum of two units in the semester; and
- Remains enrolled past census date in the semester in which the student is first enrolling at ACPE.

## **When will payment be made:**

- i. If a student has elected to fund their studies via FEE Help, the payment will be made 2 weeks after the nominated census date provided that:
  - The student's application bears your name and the student confirms that you have referred them to ACPE on the form; and
  - The student has remained enrolled past census date in a minimum of two units.
- ii. If a student has opted to pay for their studies without FEE Help, payment will only be made to you once the student has paid all outstanding fees to the college for the semester. This usually occurs at the end of semester.

## **ACPE will not pay you any referral fee if:**

- the student has not consented to being recruited by you and ACPE has no evidence of the student's consent;
- you have offered the student any other inducement or incentive to enrol at ACPE; and
- the student has outstanding tuition fees. No personal details of students will be provided to you and if a student has outstanding fees, the College will follow up with the student directly. You may NOT engage or harass the student in this regard.
- If ACPE becomes aware of any unethical conduct or irregularities in relation to a student enrolment, the referral fee will be forfeited and ACPE may initiate legal action. Such actions are unethical and will not be tolerated
- The student had already applied to ACPE prior to your referral.

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<sup>1</sup> An eligible student is an Australian citizen or permanent resident who meets the ACPE entry requirements (both academic and in terms of English Language proficiency).

# Invoicing and payment

## **ACPE will pay you the referral fee in the following manner:**

- A summary of the Referral fee details for each eligible enrolment you have referred to ACPE will be sent to you via email by the College for verification after the relevant census date for the semester.
- You must review these details sent by ACPE. Once reviewed, you must submit an invoice via email as per the referral fee summary email instructions from ACPE.
- Invoices must be submitted via email to ACPE no later than 3 months after the initial commencement of the student's enrolment.
- All amounts specified in each tax invoice must be expressed in Australian dollars.
- No interest is payable on the referral fees particularly in the event that students have outstanding fees.

Each tax invoice must include the following information and be sent to ACPE as per the instructions on the referral summary email:

- your name, ABN or company number (if applicable), current address, telephone number, and email address;
- the family and given names and application number of the student(s);
- the name of the course in which the student is enrolled;
- the semester and year in which the student commenced his or her course.
- \$1000 claimed for each student listed in that tax invoice;
- any GST payable (if applicable);
- bank details
- any other information specified by ACPE.

If any GST is payable because any commission payable to you is consideration for supply of goods or services, then ACPE will pay an additional amount equal to the amount of GST payable, but only if you include that amount in your tax invoice.

ACPE will pay you within 60 days of receiving a compliant tax invoice.