

# CEO Program Terms and Conditions of Enrolment

By enrolling in the Certified CEO Program with UNE Partnerships (ABN 74 003 099 125), you agree to be legally bound by the following Terms and Conditions of Enrolment.

## Definitions

A reference in these Terms and Conditions of Enrolment to "we", "us" or "our" is a reference to UNE Partnerships (ABN 74 003 099 125).

A reference in these Terms and Conditions of Enrolment to "you", "your", "the student" or "the candidate" is a reference to the individual or party agreeing to these Terms and Conditions of Enrolment and responsible for the submission of any related Application for Enrolment.

## Fees

Course fees are exempt from Goods and Services Tax (GST) or Value Added Tax (VAT).

Your upfront payment will include a non-refundable deposit of AUD1,500 for Australian domiciled candidates or USD1,500 for overseas candidates (e.g. domiciled in countries other than Australia).

The non-refundable deposit applies to all circumstances where you withdraw from the Certified CEO Program and you are eligible for a refund of any course fees.

You will only be entitled to a partial refund of your course fees if you successfully withdraw your enrolment from the Certified CEO Program in line with the conditions outlined below.

Where you have entered into a payment plan, you acknowledge that you have personal liability for the payment of course fees under any arrangement when not paid fully upfront and that, subject to the conditions of Withdrawal below, UNE Partnerships may issue a demand to you for the recovery of such fees. In the case where candidates are in arrears of payments or are not making payments on a timely basis UNE Partnerships may block access to learning materials until such time as the account is made current.

Certificate of completion from UNE Partnerships and any certification or professional recognition from The CEO Institute may be withheld from any candidate completing the course materials and assessment and remaining in arrears in payment of course fees.

## Withdrawal

You are entitled to withdraw from the Certified CEO Program if you:

- are advised that you will not qualify for certification by The CEO Institute and you notify UNE Partnerships of your intention to withdraw within 7 days of receiving this advice;
- notify UNE Partnerships of your intention to withdraw from the Certified CEO Program within 7 days of enrolment; or
- notify UNE Partnerships of your intention to withdraw from the Certified CEO Program within 14 days of enrolment and have not accessed learning materials.

## Period of Candidature

It is expected that you will be able to complete the Certified CEO Program within 12 months of your enrolment.

If you are unable to successfully complete the Certified CEO Program within 24 months of your initial date of commencement, you may be granted an extension on the basis of being able to demonstrate that you have undertaken sufficient components of study.

The extension fee shall be \$50 per month for a maximum of 6 months extension.

If you do not complete the Certified CEO Program within 24 months of your initial date of commencement (or, in the case of an extension to the 24 months period being granted, within such extended period), your enrolment in the course will be cancelled.

## Privacy

We respect your right to privacy and operate within the guidelines of the Australian Privacy Principles and the established Privacy Policy of our parent company, the University of New England:

<https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles>

<http://www.une.edu.au/privacy>

## Certification

By enrolling in the Certified CEO Program and indicating your expected level of certification, you agree to be bound by the Rules for Certification as approved by the Australian Competition and Consumer Commission in respect of the CCEO Certification Trade Mark. For information on the Rules for Certification, visit:

<http://www.ceoinstitute.com/certification/>

## Disclosure of information

By applying for the Certified CEO Program you are also expressing your interest in relevant professional certification from The CEO Institute.

As such, certain personal, contact and enrolment information will be shared with The CEO Institute to help verify your eligibility for certification as governed by The CEO Institute in accordance with the Rules for Certification.

The CEO Institute would also like to disclose the fact that they respect your privacy and have published details regarding their privacy policy and processes on their website:

<http://www.ceoinstitute.com/privacy-policy/>

The CEO Institute may share your enrolment information with third party agents who have introduced you to the program.

## Jurisdiction

These Terms and Conditions of Enrolment are governed by the laws of New South Wales (state) and Australia (country) and will be interpreted in accordance with relevant Australian courts.

These Australian courts shall have exclusive jurisdiction to settle any claim or dispute which might arise out of or in connection with these Terms and Conditions of Enrolment.



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