

11 November 2020

Miss Manasa Munipalle
39/349 A-1

Kadapa Andhra Pradesh
INDIA

Dear Miss Munipalle,

Congratulations on receiving your Conditional offer to study at Federation University Australia (**University**) CRICOS Provider Code: 00103D.

This document contains your Offer for a University Program and the Terms and Conditions of Enrolment of the University.

Please ensure that you understand the terms of this International Student Offer and Acceptance Agreement (**Agreement**) before you sign. After you sign this Agreement and the University has issued you with a confirmation of enrolment (**CoE**) for your program, this Agreement will be a legally binding agreement between you and the University.

YOUR PERSONAL DETAILS

Student ID:	30395121	Passport Number:	S2672194
Given Name:	Manasa	Family Name:	Munipalle
Date of Birth:	04-Nov-1996	Gender:	Female
Country of Citizenship:	INDIA	Country of Birth:	INDIA

OFFER DETAILS

Master of Technology (Enterprise Systems and Business Analytics) (CG9)

Program CRICOS Code:	095030G
Program Information:	Click here for detailed program information
Campus:	Ballarat - Mt Helen Campus
Mode of Study:	On-Campus
Standard Duration (with no credit):	2 years
Credit:	N/A
Compulsory Orientation Date:	22 February 2021
Commencement Date:	1 March 2021
Estimated Completion Date:	10 December 2022
Prerequisites (including English language requirements):	Overall Academic IELTS band score of 6.0, with no band less than 6.0, or equivalent.
Scholarship:	Federation University Australia Global Innovator Scholarship
Semester Fee (Indicative)*:	AUD\$ 13,250
Annual Fee (Indicative)*:	AUD\$ 26,500
Estimated total program fee*:	AUD\$ 42,400
Non-Tuition Fee*:	see clause 2.2 Non-tuition Fees
Conditions:	<ul style="list-style-type: none"> • Conditional on successfully passing the GTE assessment, please provide the required supporting documents. • Conditional on verifying PTE scores online. Please send scores to FedUni as per instructions here: https://pearsonpte.com/the-test/about-our-scores/sending-your-scores/ • Conditional on providing certified copies of all academic documents

* The fees above are indicative only and subject to change prior to commencement.

Note: Tuition fees are fixed for each calendar year 1 January to 31 December and will be reviewed annually and may increase in the following year. Annual fee (indicative) is based on yearly full-time study load of 1 EFTSL/120 credit points at annual tuition fee indicated above. Semester Fee (Indicative) is based on semester full-time study load of 0.5 EFTSL / 60 credit points. The fees you pay in future years will be those approved for the semester in which you are studying and may not be the same as those listed in your offer letter. Please visit federation.edu.au/fees for further information.

Scholarship Credit Applied to Deposit (CG9):	-AUD\$ 2,650
Total Program Deposit Fee (CG9):	AUD\$ 10,600
Overseas Student Health Cover :	AUD\$ 0

OSHC Start Date:	01-Jan-21
OSHC End Date:	15-Mar-2023
Fee Deposit to accept offer:	AUD\$ 10,600

1. DATE OF ACCEPTANCE

Please ensure to meet all conditions of your offer and accept your offer letter by **12-Feb-21**, otherwise your offer will expire and your application will be cancelled.

You acknowledge and agree that this Agreement and the University's Offer of a place in the program is conditional on the University determining that it will issue a CoE in the program to you. If the University decides that it will not issue a CoE in the program to you, it will provide you with a full refund of all tuition fees and any application fee you have paid for the program in accordance with the Refunds section of these Offer Details.

2. FEES DISCLAIMER

2.1 Tuition Fees

2.1.1 To accept your Offer you are required to pay the Fee Deposit listed above. You do have the option at your absolute discretion to pay more than 50% of your annual tuition fee upfront.

2.1.2 The tuition fees that you will pay in each semester will depend on the number of courses in which you enrol. As an international student, it is a condition of your student visa that you enrol in a full-time study load that will allow you to complete your program in the expected standard duration of study listed above.

2.1.3 The university will generate an invoice after you have enrolled in your courses via my Student Centre. If there is a difference between the invoiced tuition fee and the deposit that you paid you will be required to pay the difference by the invoice due date. As you continue your studies you will receive an invoice for each semester in which you enrol. Your tuition fees must be paid in full by the invoice due date which will be the semester census date. For a list of census dates please visit federation.edu.au/current-students/essential-info/administration/important-dates.

2.1.4 By signing this Offer and acceptance agreement you are declaring that you have the financial capacity to meet your tuition fees and living cost in Australia for the duration of the program.

2.2 Non-tuition Fees

2.2.1 Non-tuition fees listed on the Administration fees and charges website may be applied if relevant. These fees are subject to change and the website should be referred to for the current fees.

<https://federation.edu.au/current-students/essential-info/fees-and-charges/administrative-fees-and-charges>

2.2.2 By signing this Offer and acceptance agreement you are declaring that you have the financial capacity to meet your non-tuition fees for the duration of the program where the non-tuition fee is applicable.

3. CREDIT ASSESSMENT DISCLAIMER

The number of credits awarded are subject to change as they may vary due to course structure and course changes, successful completion and various other external factors. All credits will be re-assessed at the point of enrolment in the student's first term of study. More information can be located at http://policy.federation.edu.au/student_services_and_administration/admission/standard_2/ch02.php

4. GTE ASSESSMENT

You are required to provide a Statement of Purpose and evidence of your financial capacity to the University for a further assessment. The GTE assessment conducted by the university is to determine if the Department of Home Affairs' Genuine Temporary Entrant (GTE) and Genuine Student (GS) criterion are satisfied prior to the issuance of a Confirmation of Enrolment (for students applying for a Student Visa). More information can be located on the Department of Home Affairs website (visit www.homeaffairs.gov.au/).

5. SCHOLARSHIP INFORMATION

If you are eligible for a FedUni advertised Scholarship for international students, a separate Scholarship letter will be sent to you to confirm your scholarship.

If you would like to apply for an accommodation scholarship, the first step is to **REGISTER** your details with our accommodation team. Please follow your personal link in this Offer to **REGISTER**. If you do not register through the link provided here in your Offer, you will not be able to apply for an accommodation scholarship.

6. REFUNDS

All requests for refunds will be processed in accordance with the ESOS Act, the National Code 2018 and the Federation University Australia Refund for International Students Policy (available at policy.federation.edu.au/esos/standard_3/ch01.php) and Procedure (available at policy.federation.edu.au/esos/standard_3/ch02.php). Student refund requests must be made in writing, addressed to International Admissions on a Refund Request Form (International Students), include the refund reason and supporting evidence including specified person receiving refund if applicable.

Full or partial refunds are payable only to the person/persons who originally paid the tuition fees, or the sponsoring agency paying the fees on a student's behalf.

6.1 Full Refunds

6.1.1. Tuition fees and any application fee will be refunded in full where:

- i. the program does not start on the agreed starting date specified in this International Student Offer and Acceptance Agreement; or
- ii. an offer of a place is withdrawn by the University prior to commencement and no incorrect or incomplete information has been provided by you.

6.1.2. Alternatively, you may be offered enrolment in an alternative program by the University at no extra cost. If you choose to take up the offer of enrolment in another program, the University will require you to sign a document to indicate acceptance of the alternative placement.

6.2 Partial Refunds

6.2.1.a. Where you have been refused a visa and are yet to commence the program the total program fees (both tuition and non-tuition fees) received from you for the program will be refunded minus the lesser of the following amounts:

- i. 5% of the total amount of fees received in respect of the program; and
- ii. \$500.

b. Where you have been refused a visa but have already commenced the program the amount of refund payable is the unspent portion of the tuition fees. No refund is payable for non-tuition fees. The refund amount will be calculated using the following formula: $refund\ amount = weekly\ tuition\ fees \times weeks\ in\ default\ period$. The default period is the number of weeks remaining in the term where you are unable to study.

6.2.2. The total amount of program fees, less any application fee will be provided to you where:

- i. illness or disability prevents you from taking up the program;
- ii. you fail to meet the English or other requirements for admission for the program;
- iii. there is a death of a close family member (parent, sibling, spouse or child) which prevents you from taking up the program; or
- iv. other special or extenuating circumstances, including political, civil or natural events, are accepted at the discretion of the Vice-Chancellor of the University, or his nominees, as preventing you from taking up the program.

6.2.3. Where the University withdraws an offer based on incorrect or incomplete information supplied by you all fees for the semester and any other program fees paid in advance are refundable less a \$1,000 (including GST of 10% where applicable) administration fee and any application fee.

6.2.4. Where you, after accepting an offer of a place, withdraw from a program more than 20 working days before the commencement of a semester, 100% of the tuition fees paid for that semester and any other program fees paid in advance are refundable less a \$1,000 (including GST of 10%) administration fee and any application fee.

6.2.5. Where you, after accepting an offer of a place, withdraw from a program between 20 working days before the commencement of a semester and 20 working days after the commencement of a semester, 50% of the tuition fees paid for that semester and any other program fees paid in advance are refundable less any application fee.

6.2.6. Where you have been excluded from the University for failure to meet progression rules or misconduct and has no further right of appeal within the University, a proportion of the tuition fees paid in advance are refundable for the part of the program not yet delivered at the date the exclusion takes effect.

6.2.7. If you have not withdrawn from the program and:

- i. the program ceases being provided after it has started and before it is completed; or
- ii. the program is not provided in full to you because the University has a sanction imposed by a government regulator; you are entitled to a partial refund of the program fees that have been paid by you. The refund will be calculated using the following formula: $refund\ amount = weekly\ tuition\ fee \times weeks\ in\ default\ period$. The default period is the number of weeks remaining in the term where you are unable to study.

6.2.8. In the unlikely event that the University is unable to deliver the program in full or the provider has not entered into an agreement with you, you will be offered a refund based on the formula above. Alternatively, you may be offered enrolment in an alternative program by the University at no extra cost. If you choose to take up the offer of enrolment in another program, the University will require you to sign a document to indicate acceptance of the alternative placement.

6.3 Refunds for Students who obtain Permanent Resident Visa Status

6.3.1. Permanent resident status is recognised as from the date of your visa grant letter.

6.3.2. If you are granted Australian permanent resident status before enrolling in a program but after the date of this International Student Offer and Acceptance Agreement for the program:

- i. the fee paying overseas place will be withdrawn;
- ii. if you still wish to study at the University you must apply for a domestic place and will be subject to the selection criteria and fees applicable to domestic applicants for that program; and
- iii. if you have already paid the program fees applicable to overseas students for the semester, or any future semesters, a total refund of these fees is payable to you.

6.3.3. If you are granted Australian permanent resident status after enrolling in a program but before the census date for the semester:

- i. you will be eligible to apply for a domestic place and will be subject to the selection and fees applicable to domestic applicants for that program;
- ii. if you have already paid the program fees applicable to overseas students for the semester, or any future semesters, a total refund of these fees is payable to you.

6.3.4. If you obtain permanent resident status after the census date in a semester, you will remain classified as an international student for the remainder of that semester and will be liable to pay the international program fee for that semester. From the following semester, you will be classified as a permanent resident.

6.4 No Refunds

6.4.1. If you withdraw or defer from a program more than 20 working days after the commencement of a semester, you will not be eligible for a refund for that semester except for the reasons outlined in Partial Refunds Items 3.2.2.

6.4.2. If your enrolment is either suspended or cancelled by the University for whatsoever reason during a semester, including but not limited to misbehaviour or non-payment of fees to the University, you shall not be eligible for a refund for that semester.

6.4.3. If your visa is cancelled during a semester you shall not be eligible for a refund.

6.5 Credit Balances

6.5.1. You can apply for a refund of a credit balance. Normally credit balances on your account will automatically be transferred as payment or part payment of your fees payable for the next semester or to other outstanding debts owing to the University, if a refund request is not submitted by you. It is your responsibility to be aware of all credit amounts (excess payments) on your account and to maintain current address and contact details. Refunds of credit balance will normally be made in the currency of your country of permanent residence.

6.5.2. Credit amounts on your account up to and including \$100AUD will be forfeited to the University and processed as a forfeit of an insignificant credit balance. The University deems that credit balances are insignificant balances if the credit balance is \$100 or less and your program status is inactive for more than one (1) semester.

6.5.3. If you have unclaimed credit amounts greater than \$100AUD you will be notified in writing of their credit amount if your program status is inactive for

more than one (1) semester. If refund applications are not received within twelve (12) weeks of the date of this written communication, credit balances will be deemed as unclaimed and dealt with by the University according to the Unclaimed Monies Act 2008.

For detailed information regarding refunds, please refer to the Refund for International Students Policy (available at policy.federation.edu.au/esos/standard_3/ch01.php) and the Refund for International Students Procedure (available at policy.federation.edu.au/esos/standard_3/ch02.php).

7. OVERSEAS STUDENT HEALTH COVER (OSHC)

If you are applying to study as a student visa holder, the Australian Department of Home Affairs requires that you have Overseas Student Health Cover (OSHC) for the entire duration of your student visa. You must NOT arrive before your OSHC start date. The university's preferred OSHC provider is BUPA. The OSHC amount included in your Offer is estimated based on your expected visa duration. If you do not require the University to arrange your OSHC, please provide the evidence of your existing OSHC or your eligibility for a Norwegian/Swedish/Belgian exemption.

Institutional Transfer

Higher Degree Research candidates from other institutions may apply to transfer their candidature to FedUni. A letter from their prior institution outlining the course of study, title of research project, amount of EFSL consumed, evidence of completed milestones and/or ethics approval, will be required. The period of enrolment at the previous institution will be deducted from the usual period of candidature at FedUni. For detailed information regarding Institutional Transfer, please refer to the HDR Candidate Selection policy at:

http://policy.federation.edu.au/research/higher_degrees_by_research/hdr_candidate_selection/hdr_candidate_selection/ch01.php

8. COMPLAINTS AND APPEALS

8.1 The University offers you the opportunity to lodge formal and informal complaints, and to appeal a decision that has been made that will affect your enrolment at the University depending on the nature of your complaint or grievance. Visit federation.edu.au/staff/governance/legal/grievances-and-complaints/student-grievances for detailed information on the University's complaint and appeal processes. If you are not satisfied with the outcome of your complaint or appeal you have the right to access the external complaints and appeals process via the Victorian Ombudsman (visit <https://www.ombudsman.vic.gov.au/>)

8.2 This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the *Australian Consumer Law* if the *Australian Consumer Law* applies.

9. TERMINATION OF AGREEMENT

9.1 The University may terminate this Agreement upon 7 days written notice to me, if I fail to comply with all the terms of the Agreement.

9.2 I may terminate this Agreement upon 7 days written notice to the University, but my right to any refund of fees will be determined in accordance with the Refund section of the Offer Details, as detailed in the University's Refund for International Student Policy and Procedure.

9.3 This Agreement and the availability of a complaints and appeals processes, does not remove my right to take action under Australia's consumer protection laws.

9.4 The University may provide notice in writing to you in hard copy electronic form, and may use my last known contact details.

9.5 This Agreement with me is governed and construed by the laws of the State of Victoria. I submit to the exclusive jurisdiction of the courts and tribunals of the State of Victoria.

9.6 The University may provide notice in writing to you in hard copy electronic form, and may use my last known contact details.

10. UNIVERSITY OBLIGATIONS

10.1 The University shall use its reasonable efforts to provide the program as advertised but may at its sole discretion alter any part of the program, including but not limited to a practical training requirement, and may postpone or cancel the program.

10.2 The University will advise you in writing if a program cannot commence or ceases before you can complete the program (Provider Default). In these circumstances you will be offered a place in an alternative program or refunded any unspent tuition fees as required under the Tuition Protection Service (TPS). If the University is unable to provide you with an alternative program the TPS Director will provide you in writing options for suitable alternative programs (if any such programs are available) at another education provider. If the either the University or the TPS Director are unable to provide you with suitable alternative programs and the University is unable to provide you with a refund of unspent tuition fees, the TPS Director will then assist you with obtaining a refund of those unspent tuition fees.

10.3 The University does not guarantee that every course in your program will be offered in any particular teaching period. Courses offered in any teaching period are subject to change by the University from time to time.

11. STUDENT OBLIGATIONS

11.1 I have read, understood, agree and consent to the following:

- i. the University collecting and using personal information collected about me in accordance with the University's Information Privacy Policy located at policy.federation.edu.au/university/general/information_privacy/ch01.php
- ii. the personal information I have provided in my Application and in this Agreement is true and correct and that any false information provided by me may lead to the cancellation of my enrolment at any time. The University will notify Government agencies of the change of my enrolment which may result in the cancellation of my student visa;
- iii. that the personal information provided in this Agreement and collected during my enrolment is to enable the University to meet its obligations under the ESOS Act and the National Code 2018; to ensure my compliance with conditions of my visa and my obligations under Australian immigration laws. Personal information collected about me on this form and during my enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities such as the Department of Education and Training, the Tuition Protection Service (TPS) and other state or territory agencies in accordance with the *Privacy Act 1998* (Cth) and the *Privacy and Data Protection Act 2014* (Vic), as applicable. The circumstances include if you do not begin the program when expected, you fail to pay the tuition fees, you withdraw from a program, your studies are terminated before completion of your program or you breach a prescribed condition of your student visa. In other instances, personal information may be disclosed without my consent where authorised or required by law;
- iv. that before I can enrol in the program the University must issue a CoE for the program to me, and this Agreement will be of no effect unless the University determines it will issue a CoE in the program to me;
- v. that before I can enrol in the program I must also satisfy the conditions as outlined above in the Offer Details, and if the conditions are not fully satisfied before the date of the commencement of the program, I cannot commence the program and the University may, at its discretion, terminate this Agreement;

- vi. to the University releasing personal information relevant to my application, visa documentation and initial program enrolment to the University's overseas representatives whom I have authorised to act on my behalf and to the University's preferred OSHC provider;
- vii. that my Offer is conditional on the successful completion of the University's Pre Visa Assessment and the University determining that it will issue a CoE for the program to me; and
- viii. to the University checking my visa status via the Department of Home Affairs' Visa Entitlement Verification Online for Organisations (VEVO) system

11.2 I acknowledge that the University or partner provider receives an administrative fee from the preferred OSHC provider for processing my health cover application. All OSHC premiums are determined by the OSHC provider and are standard published rates and include an administrative fee paid to the University or partner provider.

11.3 I have read and understand the Refund for International Student Policy (available at policy.federation.edu.au/esos/standard_3/ch01.php) and Procedure (available at policy.federation.edu.au/esos/standard_3/ch02.php).

11.4 I understand that the tuition fee does not cover the costs of books, materials, field trips or living expenses unless otherwise specified.

11.5 I am responsible for all education and other living cost expenses of any person who accompanies me to Australia. I understand that all school aged dependents accompanying me to Australia must attend school and are required to pay full fees if they are enrolled in a government or non-government school.

11.6 I am not eligible without the University's approval to transfer to another registered provider until I have completed six months of my principal program of study or the University has approved my transfer, subject to any exemptions set out in Standard 7 of the National Code 2018.

11.7 The continuation of my program is dependent on my compliance with my student visa conditions which include satisfactory academic progress, attendance and payment of required tuition fees by the due date for each teaching period.

11.8 I agree that while I am enrolled at the University, I will notify the University who to contact in an emergency. I will update any changes to my residential address, email address and mobile number (if any) and who to contact in an emergency within 7 days via my Student Centre or Student HQ.

11.9 I acknowledge that I must arrive at the University and be enrolled by the commencement date of program listed in the Offer Details. If I am unable to arrive and enrol by the commencement date listed I must contact the University for a new agreed start date otherwise my non-commencement will be reported to Australian Government agencies and I may not be able to enrol on arrival at the University.

11.10 I acknowledge I will receive correspondence relating to my enrolment from the University via my University student email account and I will access the account on a regular basis.

11.11 If I have received sponsorship for my study I give permission for the University to provide my sponsor with information about my academic progress, examination results, and a broad outline of any health or other issues affecting my academic studies.

11.12 I am responsible for keeping a copy of this agreement and receipts of any payments for tuition or non-tuition fees.

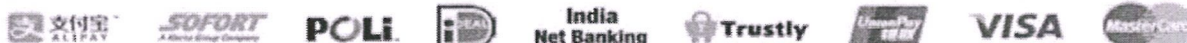
PAYMENT OPTIONS

You **must** accept your Letter of Offer online via the Student Portal student-federation.studylink.com before or at the same time that you make your Fee Deposit payment.

Option 1 - GlobalPay for students

Visit student.globalpay.wu.com/geo-buyer/feduni to make a payment

We have partnered with Western Union Business Solutions to give you and your family an easy, fast and affordable way to pay your student fees. You can choose from a variety of methods including International Telegraphic Transfer, Credit Card or local online payment options such as Alipay, SoFort, iDeal, Trustly, UnionPay and Tenpay.



- Step 1 login to the Student Portal (visit student-federation.studylink.com) to accept your unconditional Offer. Please use your personal email address as user name to retrieve your password information by choosing the 'forgot password' option.
- Step 2 you will then be redirected to the payment page where you can choose your payment method
- Step 3 enter your tuition fees amount
- Step 4 select your preferred payment option
- Step 5 enter your student information (including Student ID number)
- Step 6 arrange payment online or through your bank

Using your payment reference track the payment status via student.globalpay.wu.com/geo-buyer/feduni/tracking

Option 2 - Bank cheque

I have enclosed a bank cheque payable to 'Federation University Australia' to the value of AUD\$ _____

Bank cheque must be in Australian dollars and payable at an Australian bank.

HOW TO ACCEPT YOUR LETTER OF OFFER

You **must** return your signed acceptance before or at the same time that you make your Fee Deposit payment.

Step 1

- Carefully read the conditions of your acceptance listed and provide all additional documents to meet the conditions on your offer.
- Complete information where requested in the offer letter. All entries must be clearly written.

Step 2

- Check that you have met the conditions of entry into the program.
- If you do not require the University to arrange your OSHC, please provide the evidence of your existing OSHC membership or proof of you are

eligible for Norwegian/Swedish/Belgian exemption.

Step 3

- Pay your Fee Deposit and provide proof of payment with signed agreement to International Admissions by uploading them via [Studylink Student Portal](#).

14. STUDENT DECLARATION

I acknowledge that I have read and understood and agree to be bound by this Agreement and hereby accept the offer made by the University. I understand that I can only use this signed Offer and Acceptance Agreement in conjunction with a Federation University Australia issued Confirmation of Enrolment (eCoE) when applying for my student visa.

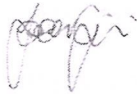
Student Name: _____

Student Signature: _____
(or if the student is under 18, signature of their parent or guardian on their behalf)

Date (DD/MM/YYYY): _____

We look forward to having you study with Federation University Australia and once again offer our congratulations on your successful application.

Yours sincerely



Associate Professor Jason Giri
Acting Pro Vice-Chancellor, International

Congratulations

Scholarship Recipient

11 November 2020

Dear Manasa Muniipalle,

Thank you for choosing to study with Federation University. It is my pleasure to award you the following Scholarship:

Federation University Global Innovator Scholarship

**For the program: Master of Technology (Enterprise Systems
and Business Analytics) (CRICOS code: 095030G)**

Commencing: 1 March 2021

As a recipient of this scholarship, you are granted a 20% fee discount of tuition fees for the duration of your program.

Tuition fees will be payable each semester based on your on-campus enrolment.

On accepting the offer into the program, the scholarship will be automatically issued. Please read the below conditions, if you have any questions contact the International Admissions team by replying to this email.

Congratulations again on achieving a place at Federation University Australia. On behalf of the university, we look forward to welcoming you to the Fed community and celebrating the commencement of your studies.

Yours sincerely



Associate Professor Jason Gri
Acting Pro Vice-Chancellor, International

Scholarship conditions

1. Applicants must be enrolled in an undergraduate or postgraduate coursework program at Federation University Australia or at an onshore Partner Provider location.
2. Applicants are required to pay fees due in advance as outlined in the official International Student Offer and Acceptance Agreement, including Overseas Student Health Cover.
3. The scholarship is payable as a 20% fee reduction on the full tuition fee for each course and will be calculated on the basis of the number of courses enrolled in during each semester.
4. To continue receiving the scholarship into the second and future semesters, awardees must maintain their enrolment with the University, at the study location specified in their offer letter. If an awardee is approved compassionate or compelling leave from studies for a semester, the scholarship will be reinstated on their return to study.
5. The scholarship is non-refundable and may not be transferred to a cash amount.
6. If an awardee withdraws from a course of study after the applicable semester Census date, they will be able to retain the scholarship provided they continue to meet the scholarship conditions.
7. If an awardee withdraws from the program they will forfeit the scholarship.
8. The scholarship cannot be deferred into commencement in a future calendar year.

Right of appeal

The University regards any decision in relation to these scholarships as final and will not entertain any appeal.