



Terms and Conditions (including Privacy Notice)

Course Application

- All course applications are completed online.
- Notification of course application approval is provided via email within 24 hours (business days).

Course Enrolment

- Course enrolment is finalised following receipt of course confirmation email which includes login credentials and payment link to make the first month's payment instalment. Enrolment date is the date of payment.
- Once payment is made, enrolment is confirmed and access to the course material is provided.

Course Fees *

Code	Course Name	Full Cost	Cost per month
BSB30320	Certificate III in Legal Services	\$3,540.00	\$295.00 per month (12 months)
BSB40620	Certificate IV in Legal Services	\$4,464.00	\$372.00 per month (12 months)
BSB50720	Diploma of Paralegal Services	\$5,580.00	\$465.00 per month (12 months)
	Diploma of Paralegal Services (inc Pre-requisites)	\$6,780.00	\$452.00 per month (15 months)

Course Duration

- **12 months** - Certificate III in Legal Services, Certificate IV in Legal Services and Diploma of Paralegal Services (excluding pre-requisites).
- **15 months** - Diploma of Paralegal Services (including pre-requisites).

Course Cancellation | Suspension

- A '**cooling-off / cancellation period**' of **7 calendar days** applies from the enrolment (payment) date.
- A refund of the enrolment payment will be provided **less an administration fee of \$220.00***.
- Beyond the 7 day cooling off / cancellation period, **no refund or cancellation will be provided** should a student decide at any time to discontinue their studies (*refer to Course Cancellation Policy below*).
- MMLC does not offer learners the opportunity to 'suspend' their course timeframe or monthly payments.

Course Cancellation Policy

Course enrolment requires a payment plan arrangement to be entered into for a period of **12 months (or 15 months for the Diploma of Paralegal Services including pre-requisites)**. The full course cost is invoiced at enrolment and student is provided with a monthly payment schedule for the 12 or 15 month payment period. Should a student wish to discontinue their studies at any time beyond the 7 day 'cooling-off / cancellation period', the **payment arrangement must be honoured until the full course cost has been paid**. Failure to honour this payment arrangement will necessitate the involvement of a debt collection agency with additional costs to engage this debt collection agency to collect the **full course funds** being on-charged and the responsibility of the student.

Course Extension *

- Offered upon written request and approved by CEO.
- If approved, **monthly extension fee of \$108.90*** applies.
- Extensions only available for a **maximum period of 12 months** beyond original course completion date.

**Fees associated with accredited training are GST exempt and subject to change at MMLC's discretion.*

t: (07) 3085 6822 m: 0409 123 545

e: melissa@mmlegalcollege.com.au w: www.mmlegalcollege.com.au

p: 30 School Street, Hendra Qld 4011

Melissa Mahoney Recruitment Pty Ltd ABN 68 107 270 342



Monthly Course Payments *

- Course payments are processed automatically via our online payment system (on the same date each month of the original enrolment date) using the nominated debit/credit card provided upon enrolment.
- Should a monthly payment not process successfully (ie due to insufficient funds or expired card), a **failed payment/reprocessing/late fee of \$27.50*** will be charged **on each occasion that this occurs**.

Traineeships – Course Payment and Cancellation Terms *

Payment terms for all 3 qualifications are the same as above for Private Students. Payment via EFT is only made available to companies when paying on behalf of their employees. Once a traineeship has been accepted, an enrolment processed/confirmed and payment received, should a student/employer not wish to progress with the training within the 60 day cooling off period (stipulated under the training contract), a refund will be provided to the employer, **less an administration fee of \$275.00***. Once the 60 day cooling off period has expired, should either party wish to cancel the training contract, no refund will be provided.

Should the term of the traineeship be extended beyond the original training contract date, monthly course extension fees will apply.

Assessment Process - marking and outcomes

Assessment tasks are required to be completed for each unit of competency which provide evidence that a student has obtained the necessary skills and knowledge within that unit of competency. Assessment results are provided as 'competent' or 'not yet competent' - this may apply to one or several sections of an assessment submission. Students have up to **3 opportunities** to obtain a 'competent' result. Should a 'competent' result not be achieved following the third submission, a fee of **\$82.50*** will be charged for **each additional submission** requiring subsequent marking and administration.

Transfer enrolment to different qualification

In the event a private student wishes to change their enrolment into another qualification offered by MMLC, this request will need to be in writing and the decision to do so, will be at the discretion of the CEO.

Intellectual Property / Copyright

All learning and assessment content and resources (contained within SCORM Interactive files) is considered the intellectual property of MMLC and is protected by copyright and cannot be reproduced, copied or given to any other person or institution. MMLC courses may from time to time become subject to changing accreditation and academic standards and require amendment or adaptation due to these issues.

Issuing of Certificates

Upon completion of a full qualification, a certificate and academic transcript will be provided to the student in digital format downloadable from the LMS. In the event that the full qualification is not completed, upon request, statement/s of attainment will be issued for those units of competency which have been completed to a satisfactory level. Certificates and/or statements of attainment will only be issued when study costs are paid in full.

Student / Employer Declaration

I/We state that all information provided to MMLC is correct at the time of this enrolment. I/We have read and understand the course costs and payment schedule for my/our chosen course as detailed under the relevant course on the MMLC website and above. I/We acknowledge and accept all Terms and Conditions detailed above.

(Terms and Conditions are accepted and agreed to at the time of online application/enrolment)

** Fees associated with accredited training are GST exempt and subject to change at MMLC's discretion.*



Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. All information requested upon enrolment is mandatory and failure to provide this information may affect your enrolment.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy. If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below. DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/using-site/privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Melissa Mahoney Legal College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Melissa Mahoney Legal College, 30 School Street, Hendra Qld 4011 (07)3085 6822

Email: info@mmlegalcollege.com.au

View our Privacy Policy: <https://www.mmlegalcollege.com.au/privacy-policy/>

t: (07) 3085 6822 m: 0409 123 545

e: melissa@mmlegalcollege.com.au w: www.mmlegalcollege.com.au

p: 30 School Street, Hendra Qld 4011

Melissa Mahoney Recruitment Pty Ltd ABN 68 107 270 342