

ANZSOG TERMS AND CONDITIONS

Education – EMPA

Payment of program fees

Sponsoring agencies are invoiced on successful acceptance of the applicant into the program. Payment of the program fee must be received in full prior to program commencement.

Program completion

The EMPA is a two year part-time postgraduate degree. Students must complete the program within four years of enrolment. Where enrolment extends beyond this timeframe, students will be individually liable, unless supported by their sponsoring agency, for any differences in subject and elective fees at the time of admission into the program.

Student withdrawals

Where a student accepts their EMPA offer and withdraws 4 weeks or more before the program commences, the sponsoring agency may nominate a suitably qualified substitute. No substitutes will be accepted 4 weeks or less prior to the program commencement. Substitutes are subject to the eligibility criteria and selection and admission process.

Fees payable are calculated based on the notice period provided and are exclusive of GST.

Notice Period	Applicable Fees
12+ weeks prior to program commencement	AU \$1,000 if a suitably qualified substitute is provided AU \$6,500 without a suitably qualified substitute
4-12 weeks prior to program commencement	AU \$4,000 if a suitably qualified substitute is provided AU \$13,000 without a suitably qualified substitute
4 weeks or less prior to program commencement	50% of the Program fee
Post program commencement	50% of the Program fee is payable for withdrawal during first year of enrolment 100% of the Program fee is payable for withdrawal post second year of enrolment

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Withdrawals must be made in writing to ANZSOG at programs_team@anzsog.edu.au.

Where payment has been received, ANZSOG will consider providing a refund of the program fee or issuing a credit voucher for the value of the program fee under exceptional circumstances such as death of an immediate family member or serious illness. The student's nominated contact from their sponsoring agency must contact ANZSOG in writing at programs_team@anzsog.edu.au outlining their request.

Failure of subjects in the EMPA

ANZSOG anticipates that students pass all subjects they undertake as part of their EMPA studies. If a student needs to repeat a subject due to failure, including failure to withdraw by the university census date in the case of elective subjects, the following policy applies.

If a student fails one subject in the EMPA program, whether delivered by ANZSOG or their conferring university, that subject can be repeated. However, the student will be invoiced for the cost of the repeated subject at the current subject fee rate.

A student who fails a second time or a second subject will be asked to show cause to ANZSOG why they should not be excluded from the program.