



ACE

COMMUNITY
COLLEGES

Term 3+4

www.acecolleges.edu.au

2016 COURSE GUIDE

BURLEIGH HEADS



ABOUT US

I like to think of our College as a little lighthouse of innovation. We are constantly working on new ways to enhance your training experience and source fresh programs to inspire your everyday life. I'm proud of the investment made by my team this year and the College has been rewarded with a nomination in the 2016 Queensland Training Awards.

We continue to expand our range of training products in our specialisation areas of early childhood education and community care – two of the fastest growing industries in our regional economy. ACE has now established strong industry partners in these sectors, our students are training 'live' and enjoying higher than average completion and employment outcomes as a direct result of the ACE program structure. Over the coming months you will see more of the ACE brand in Kirra and Runaway Bay as we boost our delivery in these locations. When you see us please go ahead and say hello!

Sources of inspiration are never far from my desk. Our students, their journey and stories fuel my day in often unexpectedly wonderful ways. To every one of our students who completed their studies in the first half of the year I send a big congratulations.

Your achievements will now assist you to move forward in your career – we look forward to hearing of your employment success so please stay connected.

If you haven't seen 'Raise the Bar Burleigh Heads' let me say you are missing out on something amazing. Pop over to our website and download a copy – refreshingly honest and powerful words from ACE students. It is compelling reading and something you will want to share with your friends.

As we slowly move into a change of season we also welcome new intakes in our nationally recognised training full qualifications plus an entirely new suite of leisure and lifestyle workshops, short courses and micro sessions. This is by far our most extensive offer, I do hope you love them and make 'yourself' a priority – you deserve it.

So before the year is out here is our challenge, make amazing happen for you – it's your time. We look forward to seeing you on campus very soon.

Robyn Keenan
College Manager
ACE Community Colleges Burleigh Heads

ACE COMMUNITY COLLEGES
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T TRAINEESHIP



😊 FACE TO FACE



↗ FLEXIBLE DELIVERY



@ ONLINE




R RECOGNITION OF PRIOR LEARNING



EARLY CHILDHOOD EDUCATION & CARE

  CHC30113 CERTIFICATE III IN EARLY CHILDHOOD
EDUCATION & CARE

  CHC50113 DIPLOMA OF EARLY CHILDHOOD EDUCATION
& CARE



Completing our nationally recognised courses in early childhood offers you the opportunity to gain the base skills and knowledge required by employers in this sector and creates possibilities to advance your career. These in-demand courses include practical, hands-on work placement structured throughout the course, which can lead to full time employment in many roles within the industry.

A Diploma of Early Childhood is an advanced course of study where you learn the fundamental tools that help and assist young children establish positive educational foundation capabilities that they will utilise across their school years and beyond.

CALL US TO FIND OUT MORE ABOUT OUR SUBSIDISED TRAINING OPTIONS.

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EVERY DAY IS
AN ADVENTURE

EARLY CHILDHOOD EDUCATION & CARE

☺ CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE (CHC30113)

➦ This course is an entry point for employment in this sector. It will enable you to work effectively with young children, supporting their wellbeing, learning and development.

Ⓡ **INTAKES: JULY | 2 DAYS PER WEEK, 22 WEEKS | \$108 FUNDED (\$6 PER UNIT)***
FULL FEE: \$3200 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE

☺ DIPLOMA OF EARLY CHILDHOOD EDUCATION & CARE (CHC50113)

➦ At this level educators are responsible for planning, implementing and managing programs, and are often responsible for the supervision of others. This is an advanced program of study - use this qualification to move your career forward.

Ⓡ **INTAKES: JULY | DIPLOMA UNITS ONLY – 18 WEEKS | \$280 FUNDED (\$10 PER UNIT)***
FULL FEE: \$4500 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE

*ELIGIBILITY CRITERIA APPLIES

Please contact us for further information. People working with children and young people must hold a Blue Card. Students will be required to obtain a Blue Card prior to practical placement.

By doing these qualifications, you will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee or Higher Level Skills Programs.

FACE TO FACE CLASSES WITH PRACTICAL PLACEMENT.
 LEARN AT WORK AND OUR ASSESSORS WILL VISIT YOU.
 WE USE KAREN KEARNS RESOURCES.



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FIRST AID

☺ PROVIDE AN EMERGENCY FIRST AID RESPONSE IN AN EDUCATION AND CARE SETTING – HLTAID004

☺ PROVIDE FIRST AID – HLTAID003

☺ PROVIDE CARDIOPULMONARY RESUSCITATION – HLTAID001

☺ EMERGENCY ASTHMA AND ANAPHYLAXIS MANAGEMENT

A First Aid qualification is a requirement in many roles and industries. Your qualification will also need to be recertified every three years and every twelve months for CPR.

Our First Aid courses are completed in one-day, and half-day for CPR. Refresher courses are also completed in a one-day format.

This training is offered in partnership with the Australian Lifesaving Academy (RTO number 90896) and RAM Training (RTO number 31701), who will issue successful participants with a Statement of Attainment. Please note that anyone undertaking the refresher course must present their current Statement of Attainment to the trainer at the start of the course.

FIRST AID \$145 | CPR \$70

OUR FIRST AID COURSES ARE FULLY ACCREDITED AND WORK COVER APPROVED. CHECK THE WEBSITE FOR START DATES AND LOCATIONS NEAR YOU.



www.acecolleges.edu.au



COMMUNITY CARE

- 📍 ↗️ 📄 CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING)
- 📍 ↗️ 📄 CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (DISABILITY)
- 📍 ↗️ 📄 CHC33015 CERTIFICATE III IN INDIVIDUAL SUPPORT (HOME & COMMUNITY)
- 📍 ↗️ 📄 CHC43015 CERTIFICATE IV IN AGEING SUPPORT
- 📍 ↗️ 📄 CHC52015 DIPLOMA OF COMMUNITY SERVICES

Working in the community care sector is rewarding, offers career diversity and creates every-day opportunities for you to make a real difference to the wellbeing of others. Learn the professional fundamentals that enable you to empower people to reach and maintain their potential and follow individualised plans to provide person-centred support.

Our specialised training, in combination with our on-site practical placement equips you with the knowledge and skills to deliver quality care and be in demand by employers across the industry.

COMMUNITY CARE AND HEALTH ARE INCREASING AT TWICE THE AVERAGE RATE OF ALL OTHER INDUSTRIES. TAKE YOUR CAREER IN COMMUNITY CARE ANYWHERE.




BE PART OF
THE CARE
SOLUTION




COMMUNITY CARE


 CERTIFICATE III IN INDIVIDUAL SUPPORT
(AGEING / DISABILITY / HOME & COMMUNITY) (CHC33015)

 **R** This qualification reflects the role of people working in community or residential settings who follow an individualised plan to provide person-centred support to people who may require assistance due to ageing, disability or other reasons.


INTAKES: SEPTEMBER | 2 DAYS PER WEEK, 15 WEEKS | \$78 FUNDED (\$6 PER UNIT)*
FULL FEE: \$2800 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE


 CERTIFICATE IV IN AGEING SUPPORT (CHC43015)

 Support workers at this level complete specialised tasks and functions in aged services; either residential, home or community based environments. You take responsibility for your own outputs and are required to demonstrate leadership.

 **R**
INTAKES: AUGUST | 1 DAY PER WEEK, 17 WEEKS | \$180 FUNDED (\$10 PER UNIT)*
FULL FEE: \$3500 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE

 DIPLOMA OF COMMUNITY SERVICES (CHC52015)

 This qualification reflects the role of community services, case management and social housing workers involved in managing, coordinating and delivering person centred services to individuals, groups and communities. At this level, you have specialised skills and work autonomously under broad directions from senior management. Typically you are providing direct support, and may also have responsibility for the supervision of other workers, volunteers, case management, program coordination or the development of new business opportunities.

 **R**
INTAKES: JULY | 1 DAY PER WEEK, 16 WEEKS | \$288 FUNDED (\$18 PER UNIT)*
FULL FEE: \$4500 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE

*ELIGIBILITY CRITERIA APPLIES

Please contact us for further information.

By doing these qualifications, you will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee or Higher Level Skills Programs.



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BUSINESS

BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION


BSB31115 CERTIFICATE III IN BUSINESS ADMINISTRATION (MEDICAL)

 CERTIFICATE III IN BUSINESS ADMINISTRATION (BSB30415)

 This is a match for anyone starting or building a career in office administration. You will use this qualification in a range of administrative roles in varied employment contexts. Individuals in these positions may provide technical advice and support to a team. Impress at your next interview with a nationally recognised qualification.

INTAKES: SEPTEMBER | 2 DAYS PER WEEK, 13 WEEKS | \$91 FUNDED (\$7 PER UNIT)*
FULL FEE: \$2500 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE

 CERTIFICATE III IN BUSINESS ADMINISTRATION (MEDICAL) (BSB31115)

 Gain the knowledge and skills needed to work in administration in a general or specialist medical practice or hospital. Our course helps you develop your comprehension of current industry practices, medical terminology, applications and technology used in the sector.

INTAKES: SEPTEMBER | 2 DAYS PER WEEK, 13 WEEKS | \$91 FUNDED (\$7 PER UNIT)*
FULL FEE: \$2500 | CONCESSION RATES AVAILABLE FOR FUNDED & FULL FEE

*ELIGIBILITY CRITERIA APPLIES

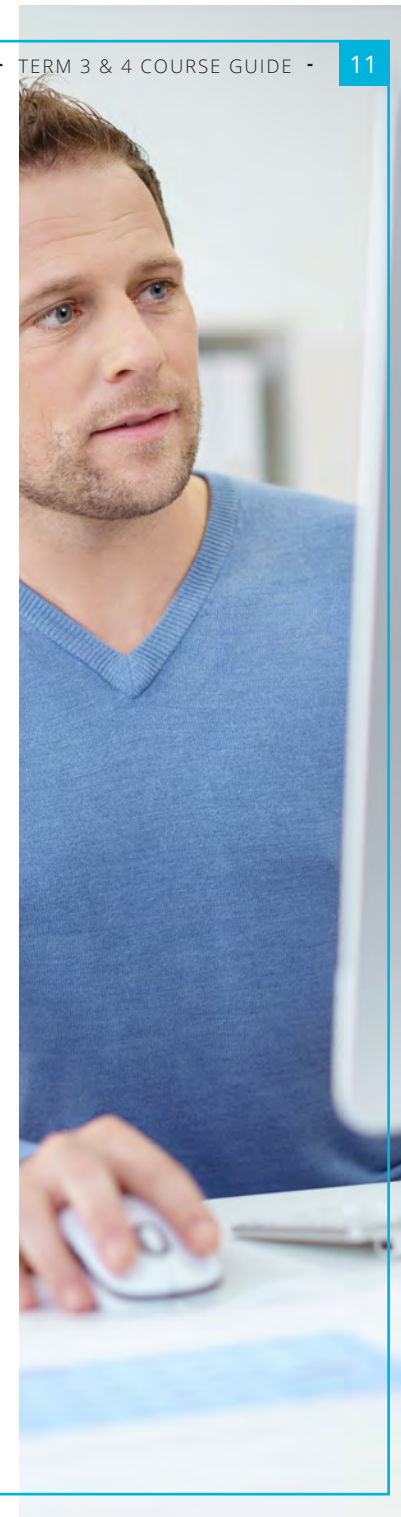
Please contact us for further information.

By doing these qualifications, you will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee Program.

ALL ACE COMMUNITY COLLEGES FULL QUALIFICATIONS
ARE NATIONALLY RECOGNISED.



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FOUNDATION SKILLS

The Adult Education and Literacy Program provides high quality educational opportunities for anyone aged 15 and older. Adult education develops life, work and literacy skills. These skills provide the opportunity for higher learning, better pay, job potential and a sense of accomplishment. Programs include computer courses, employment and job skills, literacy and numeracy education, and using technology.

☺ CERTIFICATE I IN ACCESS TO VOCATIONAL PATHWAYS (FSK10113)

A program designed specifically to develop language, literacy and numeracy skills. This is a great entry point to assist in gaining work, or supporting further training in business or retail services.

☺ CERTIFICATE II IN SKILLS FOR WORK AND VOCATIONAL PATHWAYS (FSK20113)

This qualification is the next step up in strengthening and advancing core foundation skills (language, literacy and numeracy). You would enrol in this qualification to prepare for workforce entry or vocational training pathways.

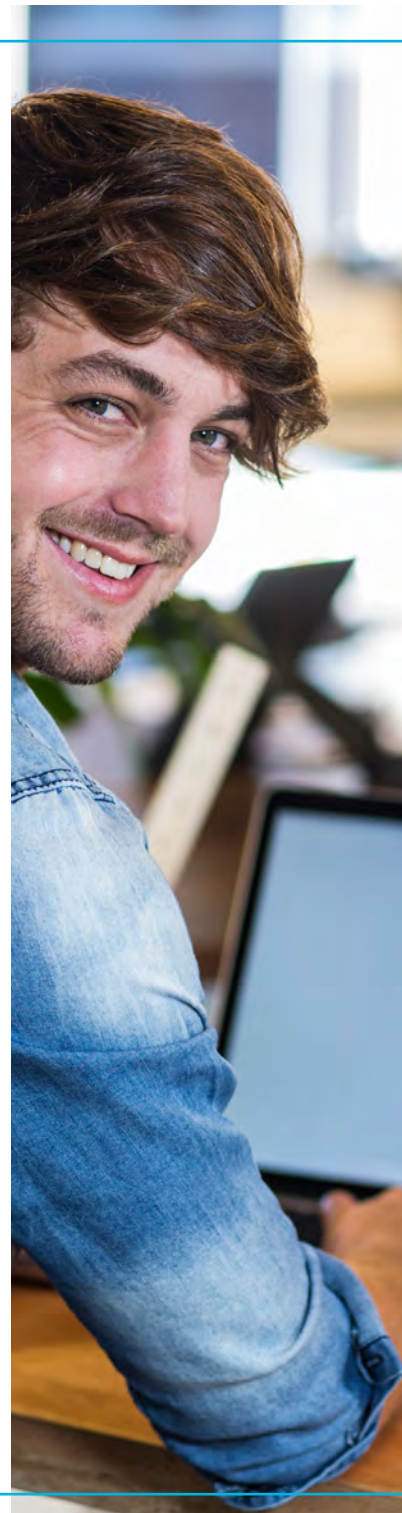
*ELIGIBILITY CRITERIA APPLIES FOR SOME OF THESE PROGRAMS

Please contact us for further information.

PLEASE CONTACT THE COLLEGE FOR INTAKE DATES AND FEES*, OR TO ARRANGE AN ASSESSMENT WITH A TRAINER TO CREATE A CUSTOMISED TRAINING PLAN TO SUIT YOUR NEEDS.



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WORK SKILLS

ASSIST CLIENTS WITH MEDICATION SKILL SET (CHCSS00070)

These units of study develop your skill set in assisting with medication administration and must be applied strictly in accordance with legislation, regulations, government policy, and industry guidelines. Successful completion may provide credit towards a range of qualifications at Certificate III and IV level. This skill set can lead to CHC43015 Certificate IV in Ageing Support.

UNITS: HLTAAP001 Recognise healthy body systems; HLTHPS006 Assist clients with medication.

START DATE: ON DEMAND | 2 DAYS | \$99 FUNDED (\$49.50 PER UNIT)*
FULL FEE: \$350 | CONCESSION RATES AVAILABLE FOR FULL FEE

INDUCTION TO LEISURE AND HEALTH (CHCSS00080)

Enrich the lives of others through learning leisure and health. This program enhances your skills in planning and delivery of programs to support people to meet their leisure and recreational needs. This skill set can lead to CHC40608 Certificate IV in Leisure and Health.

UNITS: CHCLAH001 Work effectively in the leisure & health industries; CHCLAH002 Contribute to leisure & health programming; CHCLAH003 Participate in the planning, implementation and monitoring of individual leisure and health programs.

START DATE: ON DEMAND | 3 DAYS | \$400
CONCESSION RATES AVAILABLE FOR FULL FEE

*ELIGIBILITY CRITERIA APPLIES FOR SOME OF THESE PROGRAMS

Please contact us for further information.



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TECH SAVVY SENIORS

FREE* to eligible participants. Join our upcoming classes and learn how to use a computer, explore the internet, email your friends, use social networking, work with photos and mobile devices.

This is very popular course, please contact the College to place your name on the waiting list.

*(Tech Savvy Seniors is an initiative of the NSW Ageing Strategy and is funded through a partnership between the NSW Government and Telstra, delivering literacy training to seniors.) *To be eligible you must be a NSW resident; 60 years or above; available to Indigenous Australians 50 years or above.*

Hello Ace Community College

What a wonderful surprise conclusion to our Tech Savvy Seniors course today. All of the course participants were graduates and all shared a slice of the graduation cake.

Ace Community College - you have been a wonderful host and training facilitator. Maria is a delightful front-line contact person with a genuine empathy. In fact, all of your staff are well chosen for their competence and pleasant disposition. Leeann, Korey, Wayne and others lent their hands on many occasions over the course term. The ratio of Ace staff to class participants was high and it was apparent from the outset that Ace intended to strongly support all of the Tech Savvy Seniors class members, not an easy feat to accomplish in a group training course. The friendly, approachable and efficient assistance the class members received from your Ace staff is worthy of compliment, as was the contributions from Paul our personable and entertaining Head Tutor + Graham our roaming trouble shooter.

Thanks is also due to Telstra's Tweed branches who generously sponsored the 5-session course and donated the grand prize for the trivia quiz.

What an enjoyable and worthwhile training course. Congratulations Ace Community College.

Stephen & Anne Renouf

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TECHNOLOGY

MS OFFICE

Stay on the pulse of the work environment by building your Microsoft Word, Excel, Outlook, Publisher and PowerPoint skills.

| | | |
|----------------|--|-----------------------------------|
| MONDAYS | 5 SEPTEMBER 6:30PM-9:30PM | 5 SESSIONS \$220 |
| MONDAYS | 7 NOVEMBER 6:30PM-9:30PM | 5 SESSIONS \$220 |

ADOBE GRAPHIC DESIGN PROGRAMS

This comprehensive course will show you how to use the Adobe CS5 Suite (including Photoshop, Illustrator & InDesign). This is a match for everyone looking to enter the graphic design sector.

| | | |
|------------------|--------------------------------------|-----------------------------------|
| SATURDAYS | 3 SEPTEMBER 9AM-2PM | 4 SESSIONS \$295 |
| SATURDAYS | 5 NOVEMBER 9AM-2PM | 4 SESSIONS \$295 |

ANDROID TABLETS

A four-hour course that addresses optimisation for longer battery life, file and application management, media streaming tailored to your preferences, widgets, privacy and security.

| | | |
|------------------|--------------------------------------|---------------------------------|
| WEDNESDAY | 7 SEPTEMBER 9AM-1PM | 1 SESSION \$50 |
| WEDNESDAY | 2 NOVEMBER 9AM-1PM | 1 SESSION \$50 |

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DIGITAL & SOCIAL MARKETING

Social media and digital marketing networks are a valuable resource for businesses looking to promote their brands online. In this course we look at social and other digital platforms that are free to use, as well as paid advertising options specifically for businesses that want to reach out to new audiences.

| | | |
|------------------|------------------------------------|----------------------------------|
| WEDNESDAY | 3 AUGUST 9AM-5PM | 1 SESSION \$195 |
| WEDNESDAY | 5 OCTOBER 9AM-5PM | 1 SESSION \$195 |

BOOKKEEPING BASICS

Let's get started! This one-day course is designed to upskill you in the basics of recording daily business transactions. You will use accounting software which requires only minimal computer skills. This learning experience will enable you to manage your own bookkeeping – raise customer invoices, record receipts, enter supplier bills & payments, reconcile bank accounts, understand the Chart of Accounts and tax codes for GST.

| | | |
|-----------------|--|----------------------------------|
| THURSDAY | 25 AUGUST 9AM-4:30PM | 1 SESSION \$155 |
| THURSDAY | 20 OCTOBER 9AM-4:30PM | 1 SESSION \$155 |

ONE TO ONE, PRIVATE SESSIONS AVAILABLE –
CONTACT THE COLLEGE TO FIND OUT MORE ABOUT
A TAILORED PROGRAM TO SUIT YOUR SCHEDULE.

LEISURE AND LIFESTYLE

Our leisure and lifestyle program is overflowing with options, and we add more each week. Pop across to our website and explore all of the possibilities www.acecolleges.edu.au. Make 2016 a year you do something great for yourself.

YOGA AND MEDITATION

Suitable for anyone with basic fitness and no major injuries. You will do a structured progressive practice of Asana, focusing on postural alignment to strength the outer and inner body, along with restorative and relaxation breath awareness and meditation.

| | | | | |
|-----------------|-------------------|-------------------|-----------------------|-------------|
| VENUE: | KIRRA HILL | | | |
| TUESDAYS | 2 AUGUST | 8 SESSIONS | 9.30AM-11.30AM | \$70 |
| SUNDAYS | 2 OCTOBER | 8 SESSIONS | 9AM-10AM | \$70 |

INTRODUCTION TO UKULELE

Learn how to play and sing with the Ukulele quickly and easily. This course will take you through basics of tuning, chord progressions, strumming and learn 2 songs to play and sing as your take away. This course is perfect to make a start, get some skills and impress your friends.

| | | | | |
|-----------------------|-----------------------|-------------------|----------------------|-------------|
| VENUE: | BURLEIGH HEADS | | | |
| SATURDAYS | 6 AUGUST | 4 SESSIONS | 10AM-12PM | \$70 |
| SATURDAYS | 8 OCTOBER | 4 SESSIONS | 10AM-12PM | \$70 |
| MON & TUES | 5 DECEMBER | 4 SESSIONS | 6:30PM-8:30PM | \$70 |

SHAKE IT UP AND DO SOMETHING DIFFERENT. SEEK NEW EXPERIENCES AND GIVE YOURSELF A CHANCE TO GROW.

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LEISURE AND LIFESTYLE

GLUTEN-FREE PASTA MAKING

Learn to make delicious gluten-free pasta for you or your family in this three-hour master class. Tackle everything from ravioli to fettuccine. This class shows you that gluten-free pasta not only tastes amazing, it's not difficult to master.

VENUE: BURLEIGH HEADS SATURDAY 3 SEPTEMBER 1 SESSION 9AM-12PM \$80

THE BREAD-MAKING MASTERCLASS

Gluten-free bread making is fun. In this masterclass you will learn the ins and outs of bread-making and create three different and delicious gluten-free breads.

VENUE: BURLEIGH HEADS SATURDAY 17 SEPTEMBER 1 SESSION 9AM-12PM \$80

CAKES AND BISCUITS

A three-hour masterclass where you make some of the best gluten-free cakes and biscuits you will ever find. If you have a sweet tooth this class is a must do.

VENUE: BURLEIGH HEADS SATURDAY 5 NOVEMBER 1 SESSION 9AM-12PM \$80

PIES (SAVOURY & SWEET)

Learn the 'how to' of baking an amazing steak and ale meat pie, scrumptious chicken pot pie and a beautiful apple pie – all in three hours. Totally gluten-free and completely from scratch.

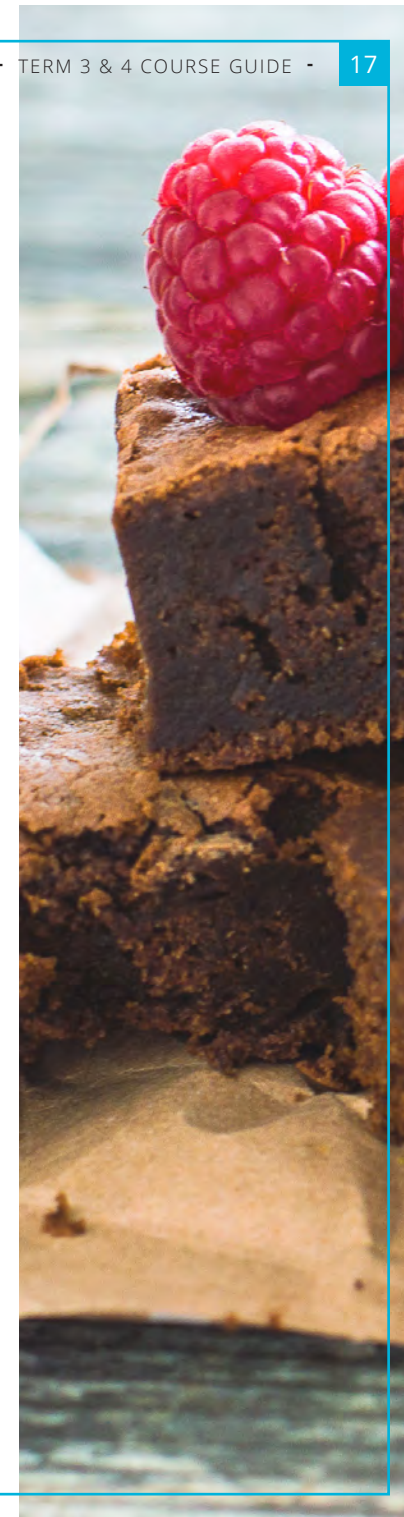
VENUE: BURLEIGH HEADS SATURDAY 19 NOVEMBER 1 SESSION 9AM-12PM \$80

FESTIVE HOLIDAY WORKSHOP

This year try making all your Christmas favourites gluten-free. This three hour class teaches you how to achieve success with everything from gingerbread cookies to Christmas pudding and custard. Even a gluten-free gravy and stuffing. Happy Holidays.

VENUE: BURLEIGH HEADS SATURDAY 3 DECEMBER 1 SESSION 6PM-9PM \$80

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LEISURE AND LIFESTYLE

SPANISH FOR BEGINNERS

Learn the basics of everyday conversations in Spanish. Great for would-be travellers to Spanish speaking countries..

VENUE: **BURLEIGH HEADS**
MONDAYS **5 SEPTEMBER** **8 SESSIONS**
7PM-9PM **\$180**

SPANISH (MEDIUM LEVEL)

Continue developing your Spanish conversation skills in these sessions. This new course is for anyone with an existing understanding of the Spanish language, or has completed the Spanish for Beginners course.

VENUE: **BURLEIGH HEADS**
TUESDAYS **6 SEPTEMBER** **8 SESSIONS**
7PM-9PM **\$180**

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ITALIAN FOR BEGINNERS AND TRAVELLERS

Ideal for preparing for travel, or as a stepping-stone to start your path to mastering Italian. Participants learn basic communication, grammatical elements, speaking and listening skills. Lessons are specifically tailored to meet each student's needs and interests and are based on real-life texts & dialogues.

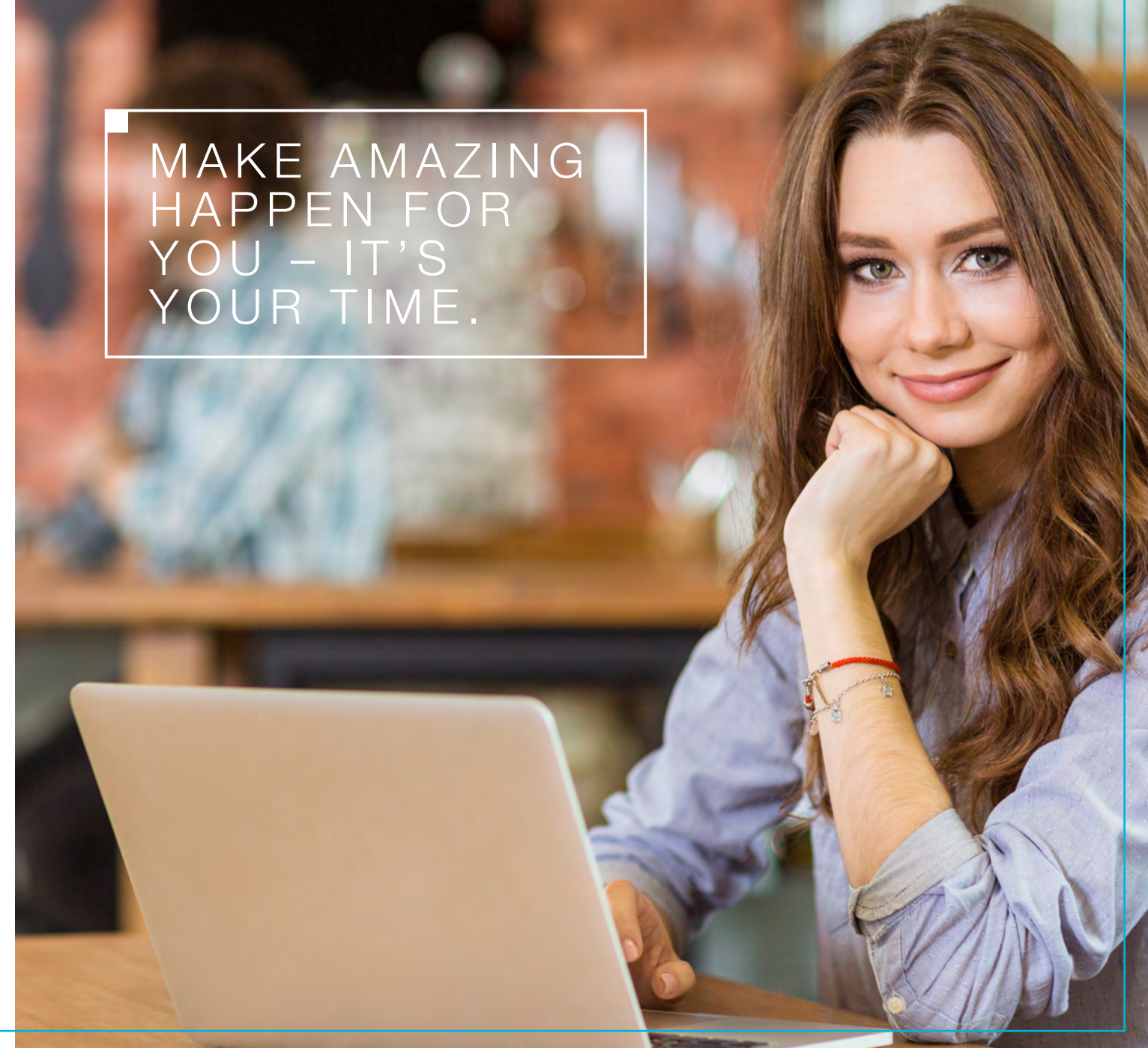
VENUE: **KIRRA HILL**
WEDNESDAYS **3 AUGUST** **6 SESSIONS**
6PM-9PM **\$160**
MONDAYS **10 OCTOBER** **6 SESSIONS**
6PM-9PM **\$160**

ITALIAN (INTERMEDIATE)

Take this course if you have some basic knowledge of the Italian language or have completed the Beginners course. Students will develop their conversational skills and expand their understanding of the Italian language. You will explore the Italian grammar further but in the context of everyday practical conversation and usage. An ideal practical and social experience while you learn.

VENUE: **KIRRA HILL**
MONDAYS **8 AUGUST** **6 SESSIONS**
6PM-9PM **\$160**
WEDNESDAYS **12 OCTOBER** **6 SESSIONS**
6PM-9PM **\$160**

MAKE AMAZING
 HAPPEN FOR
 YOU - IT'S
 YOUR TIME.





FOLLOW US

TO KEEP UP TO DATE ON THE LATEST NEWS AND COURSE INFORMATION



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[Twitter@AceColleges](https://twitter.com/AceColleges)



Join our mailing list at acecolleges.edu.au

ENROLMENT INFORMATION

You can enrol online at acecolleges.edu.au or by phone, fax or in person at any of our college locations.

Once you have paid for your course you will be issued with a confirmation receipt and all relevant course information.

No further contact will be made by us, unless the class is cancelled.

ACE Community Colleges reserves the right to cancel or change details advertised. Unless otherwise stated, courses are available to anyone aged 14 years and 9 months and over.

CONTACT US

BURLEIGH HEADS

Ph: 07 5520 3026 E: burleigh@acecolleges.edu.au
1805 Gold Coast Highway, Burleigh Heads

PAYMENT

Subject to availability your place is guaranteed once payment is received. You can pay by cash, eftpos, cheque, direct credit, credit card (Visa or Mastercard), PayPal, Ezidebit or money order. Course fees cover the cost of tuition and administration.

You may be required to purchase additional materials for some courses and will be advised of this at the time of enrolment.

The maximum amount the College can accept prior to course commencement is \$1000. Where the course cost is greater, the balance of payments must be received after the course has commenced in instalments no greater than \$1500. Payment plans can be tailored to suit your circumstances.

CANCELLATIONS

By us: We aim to keep our courses as affordable as possible. Insufficient enrolments may mean a course is cancelled. If so, we will notify you prior to the course commencement date and arrange a full refund. A full refund will also be issued if the course fills before we process your paperwork.

By you: If you wish to cancel, transfer or change an enrolment, please notify us no later than 5 working days prior to your course commencement date. We will then refund, transfer or credit your course fee, less a \$50 administration fee. If you withdraw from a course after this deadline, a refund will not be paid and transfers or credits will not be given.

ACE Community Colleges cannot accept responsibility for any changes to your personal circumstances.

ACCESS

Please advise us in advance if you have a disability requiring special provisions so we may assist you.

CONFIRMATIONS OF ATTENDANCE

Confirmations of attendance are issued upon request and where a minimum of 80% attendance can be confirmed.

NOTE

ACE Community Colleges does not accept responsibility for any loss, damage or injury to person or property arising from attendance at a course or travelling to and from course venues.

ENROL ONLINE

www.acecolleges.edu.au