

21 March 2019

TERMS SHEET

Alana Kaye College have been in operation as an Australian Registered Training Organisation since October 2010 and have successfully trained over 5,000 students during this period.

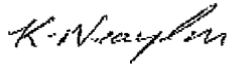
Our campus in Darwin is currently located at Winnellie with car parks and eating facilities readily available. It is an easy 15-minute bus ride from Darwin city. We are in the process of locating a campus in Darwin city which we hope will be operational over the next couple of months.

Our commitment to students affected by the closure of BCA National Training Group:

- The single point of contact for student queries and enrolment processing will be Kirsty Neaylon, Manager International Operations, Alana Kaye College.
- We request that students make direct contact with Kirsty Neaylon to discuss their options.
- All students must meet Alana Kaye College's entry requirements: <https://www.alanakaye.edu.au/international/application-process>
- Alana Kaye College will meet with each student to discuss their current terms in their Letter of Offer with BCA National Training Group and work with them to meet these terms.
- Each student will be asked to provide a Statement of Attainment for units completed with BCA National. Alana Kaye College will determine credit transfers on a case by case basis and will create a training timetable specific to each student to accommodate units already completed.
- Alana Kaye College will provide a written offer (letter of offer) to students requesting a placement with Alana Kaye College. The letter of offer will include the student name and address, course, commencement date, duration of the course, tuition fees and any other costs.
- Alana Kaye College will match the tuition fees agreed between BCA National Training Group and the students (unless Alana Kaye College's fees are less in which the lower fee will be agreed upon).
- Alana Kaye College will waive the \$300 application fee. A \$200 resource fee will be payable upon acceptance.
- Students will be requested to provide the signed international student acceptance agreement, along with a copy of their overseas student health cover, to international@alanakaye.edu.au
- Alana Kaye College will notify the Tuition Protection Service (TPS) of the student's acceptance by email.
- TPS will notify Alana Kaye College once any refund entitlement has been paid to the student.
- Students will be responsible for making any tuition fees payable in accordance with the agreed placement offer to Alana Kaye College after their refund has been paid by TPS.
- Alana Kaye College, in conjunction with the Department of Trade, Business and Innovation, will honour any StudyNT scholarships offered to students from BCA National Training Group.

- Alana Kaye College are in the process of negotiating agreements with education agents who had have referred students to BCA National Training Group. We will work with each education agent to meet the terms agreed with BCA National Training Group.

Alana Kaye College will provide ongoing support and reassurance to assist international students who have been affected by the closure of BCA National Training Group.



Kirsty Neaylon
Manager International Operations

E: international@alanakaye.edu.au
P: 1300 25 26 25
P: +61 429 679 550

2/390 Stuart Highway Winnellie NT 0820
PO Box 36019, Winnellie NT 0820