

AIM BUSINESS SCHOOL (ABS) MICROCREDENTIALS: TERMS AND CONDITIONS

A. Agreement

1. I hereby apply to enrol in the Microcredential course ('MCQ') commencing as indicated on the MCQ Enrolment form ('the Application'). I agree that on acceptance of the Application by AIM Business School ('Acceptance'), the Acceptance will become the Contract of Enrolment ('the Contract').
2. By purchasing, enrolling or applying to enrol in an ABS MCQ I accept and agree to these Terms and Conditions as part of the Contract.
3. I confirm that, where applicable, the Terms and Conditions of ABS payment providers have been made available to me prior to enrolling and as part of my Application.
4. I confirm that the Terms and Conditions have been made available to me prior to enrolling and understand that any variation of those stated Terms and Conditions of the Application for Enrolment will be done in writing, which includes updating the Terms and Conditions on the ABS website.

B. Your Obligations

5. I have read and understood all MCQ course information and I will endeavour to meet all course and assessment requirements.
6. I understand that I must be over the age of 18 to enrol in an AIM Business School MCQ.
7. I agree that it is my responsibility to check that the computer and internet service being used to access a MCQ is compatible with the minimum specification requirements as listed by ABS.
8. I acknowledge and accept that ABS cannot be held responsible for any technical problems encountered such as:
 - a) The operation of the internet and the World Wide Web, including but not limited to viruses.

- b) Any firewall restrictions that have been placed on my network or the computer I am using to access the MCQ.
 - c) Failures of telecommunications links and equipment.
 - d) Updated browser issues.
9. I will comply with all applicable Australian laws and ABS Policies and Procedures available on the website at: <https://www.aimbusinessschool.edu.au/information>, including but not limited to those related to student conduct and academic integrity.
10. I will maintain a satisfactory standard of academic integrity in the participation in, and completion of my MCQ.
11. I must complete my MCQ within the set duration as determined by ABS.
12. I understand that fees paid do not include equipment or materials (except where specified by ABS), or any travel or personal expenses incurred through participation in an MCQ.
13. I understand that if I cannot commence an MCQ I have enrolled in I must contact ABS at least 10 business days prior to the MCQ start date and I may:
- a) Provide a substitute attendee to the MCQ (Applicable only for Partner Packs);
 - b) Request my enrolment in the MCQ be changed to a future available session;
 - c) Request my enrolment to be changed to a different MCQ (fees may apply); or
 - d) Use the value paid as credit towards other AIM products as available at the time.
14. I will provide accurate and complete information to AIM Business School including an appropriate email address to be used for communication between ABS and yourself.
15. I agree to advise ABS of any change of my address and/or contact details while I am enrolled in any course.
16. I understand that all course related material supplied by ABS are secured by copyright, remain the property of ABS and must be returned to ABS on completion of the course. I understand that any

unauthorised copying may constitute a breach of the Copyright Act 1968 (Cth) (as amended from time to time).

17. I agree that my log-in details cannot be shared. In the case that I do share these details with others it may lead to the cancelation of my enrolment.
18. I have read and understood the ABS Privacy of Student Information and Records Policy and Procedure which can be viewed at www.aimbusinessschool.edu.au/information. In addition to the provisions of this policy, I authorise Australian Institute of Management Education and Training Pty Ltd (trading as AIM Business School) to release administrative information concerning my performance at Australian Institute of Management Education and Training Pty Ltd (including academic progress and attendance information) to any person who may lawfully require that information, including agents and potential employers. If I do not agree, I must advise Australian Institute of Management Education and Training Pty Ltd in writing.
19. I acknowledge that I have read and understood the ABS Student Grievances and Complaints Policy and Procedure as published on the website www.aimbusinessschool.edu.au/information.
20. I understand that should I breach any of the obligations above ABS will suspend or cancel my enrolment in the ABS MCQ and I may not be entitled to any refund of the fees or other charges paid. For the avoidance of doubt failure to advise ABS less than 10 business days before the course start date in accordance with item 13 that I cannot commence the course makes me fully liable for the course fee.

C. Assessment and Recognition of Prior Learning

21. I understand that ABS will only issue a Microcredential Badge where all required assessments are completed with a pass grade.
22. I have read and understood the ABS Assessment and Reassessment Policy and Procedure.
23. I understand that successful completion of an ABS MCQ may qualify me for recognition of prior learning towards future ABS postgraduate study.
24. I have read the the ABS Credit and RPL Policy and Procedure and understand that no more than 50% of an ABS postgraduate course can

be granted RPL and that additional fees may apply when applying for Credit or RPL.

D. Payment and Refund

25. I understand that payment in full is required prior to commencement of study of MCQ. Payment must be received within 5 business days of the application otherwise ABS may cancel my enrolment.
26. I understand that if any fees are not paid by the invoice due date, ABS may charge a late payment fee. If ABS deems it necessary to engage a debt collection agency to collect the outstanding amount, all costs associated with debt recovery will be added onto the outstanding debt.
27. Any notice of withdrawal or cancellation must be made in writing and submitted to ABS via email at absstudentsupport@aim.com.au.
28. I understand that MCQ fees paid are not refundable.
29. Where ABS cancels a MCQ, impacted participants enrolled at the time will be:
 - a) Offered a transfer to another available MCQ.
 - b) Offered a refund of fees paid.

1.0 DOCUMENT OWNERSHIP

Document Owner	Executive Director, ABS
Status	New
Approval Authority	CEO
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Implementation Owner	Executive Director, ABS
Maintenance Owner	Head of Compliance
Review Due	August 2025
Content Enquiries	Janene Barrett- Executive Director, ABS Email- janene.barrett@aim.com.au

2.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
1.0	16 August 2022	CEO	Creation
1.1	16 November 2023	Head of Compliance	Administrative Change: Clarification of terminology certificate of completion to digital badge.