

Special Delivery for Offshore Students (COVID-19) Policy

Purpose

This policy reflects the special delivery requirements for offshore students where courses have been adapted to meet the challenges faced for those international students who are unable to enter Australia to commence their studies due to border restrictions, and other quarantine issues. This policy has been developed to allow Everthought to adapt its face-to-face delivery method due to the COVID-19 pandemic.

1. Student Delivery

For students that are offshore and wish to commence study but are unable to travel to Australia due to border restrictions, students will be able to start their course online in their own country initially.

Everthought will provide a flexible online learning and delivery environment through its digital learner portal, Study Spot. Together with a blended delivery method where students will have access to weekly workshops delivered by their trainer virtually, workshop recordings, and video content to suit the contents of the learning. In addition, students will be able to communicate with their peers and their trainer through Study Spot's online forum at a time that suits their countries timezones.

All students will have to sign and acknowledge the Everthought Student Handbook upon Enrolment.

2. Course Options

This option is only available for students who wish to enroll offshore into the following courses:

- 1 CPC30220 Certificate III in Carpentry
- 2 CPC31320 Certificate III in Wall and Floor Tiling
- 3 CPC30111 Certificate III in Bricklaying and Blocklaying
- 4 CPC50320 Diploma of Building and Construction Management (management)
- 5 CPC50220 Diploma of Building and Construction (building)

Students will be enrolled into a select number of units where they will cover the theory components only of the unit. Any practical components of the units will be delivered onshore at either the Perth or Brisbane campuses.

3. Students Unable to Enter Australia Following Enrolment

Students will be given 12 months from the commencement date of their course to travel to Australia to complete the qualification that they have enrolled in.

If, due to ongoing COVID-19 border restrictions, the student is unable to complete the practical components to finish their studies in Australia, Everthought will provide the student

with a Statement of Achievement. The Statement of Achievement will recognize the students completed course components.

Students who hold an Everthought Statement of Achievement may enroll with Everthought at a later date. Completed course components will be recognized towards further studies when in Australia.

4. Student Fees

Student fees will be broken into two components:

Component 1 – Offshore delivery

Component 2 – Onshore delivery

Students will only pay fees for the component that they are able to commence.

5. Student Refunds

Everthoughts Student Refund Policy applies to all enrolments. For the purpose of courses delivered partially offshore, the refund policy will treat each of the fee components as a separate course when determining any applicable refunds.