

Enrolment Terms and Conditions

These enrolment terms and conditions (**Terms**) govern Chartered Accountants Australia and New Zealand ABN 50 084 642 571 (**CA ANZ**) and each individual enrolled in one or more CA Foundations units and/or exam-only.

You acknowledge that you have read and agree to be bound by these Terms and Conditions upon submitting your CA Foundations enrolment (the **enrolment form**):

1. You declare the information provided in your enrolment form to be true and honest.
2. You agree to have your personal contact details and enrolment details including any requests for additional exam assistance forwarded to an approved external learning provider engaged by CA ANZ to deliver CA Foundations content and assessment and agree to abide by the learning and assessment policies of that external learning provider.
3. You accept that CA ANZ will be notified of your progress and results in all CA Foundations units and/or exams by an approved external learning provider engaged by CA ANZ.
4. You accept that CA ANZ may notify the following of your enrolment, progress and performance in the CA Foundations units and/or exams:
 - i. the organisation appearing in CA ANZ's records as your employer; and
 - ii. the individual appearing in CA ANZ's records as your mentor.
5. You agree that you will notify CA ANZ promptly through the My CA web portal if any of your details change, including if you change employers and/or mentors.
6. **Enrolment:**
 - i. Enrolment into CA Foundations full units and/or exams-only will be open online continuously, enabling eligible individuals to commence their full unit studies at any time from 5 July 2021 and sit their exams in any one of six exam periods per year. A current CA Foundations exam schedule is available at: www.charteredaccountantsanz.com/become-a-member/entry-requirements/chartered-accountant/ca-foundations
 - ii. Individuals can enrol in as many CA Foundations units and/or exams-only concurrently as they wish depending on their other commitments. Individuals who are working and studying CA Foundations part-time normally study a maximum of one or two units at a time.
 - iii. Full unit enrollees are deemed to be enrolled once they have lodged an enrolment and paid the fees for the CA Foundations full unit. Full unit enrollees have up to 12 months from this enrolment date to sit their final exam.
 - iv. Exam only enrollees are deemed to be enrolled once they have lodged an enrolment and paid the fees for the CA Foundations exam only. Exam only enrollees will be automatically allocated to the next scheduled exam period open for registration. A current CA Foundations exam schedule is available at: www.charteredaccountantsanz.com/become-a-member/entry-requirements/chartered-accountant/ca-foundations
7. **Fees:**
 - i. The current fee rates for CA Foundations full units and exam-only enrolment can be found at www.charteredaccountantsanz.com/become-a-member/entry-requirements/chartered-accountant/ca-foundations

- ii. CA ANZ will update CA Foundations fee rates with any changes to CA ANZ fees. As a CA Foundations enrollee, you will be liable for any increase in fees each year of study.
- iii. Fees are correct at the time of publication. CA ANZ reserves the right to vary its fees at any time.
- iv. Fees must be paid in full within 24 hours of lodging an enrolment for a CA Foundations full unit or exam only otherwise the enrolment will be automatically cancelled.

8. Transfers, Deferrals and Withdrawals

- i. As a result of the administrative, third party and other costs incurred by CA ANZ related to CA Foundations rolling enrolment intake, no transfers, deferrals or refunds are applicable to CA Foundations enrolment fees.
- ii. CA ANZ will only consider approving an extension to the 12-month full unit study time or deferral to the next exam-only period at no additional fee in special circumstances that are supported by medical or other documentation that confirms:
 - a. it was beyond your control; and
 - b. it did not make the full impact on you until on or after your enrolment; and
 - c. it makes it impracticable for you to complete your unit/exam.
- iii. If you wish to withdraw your CA Foundations enrolment without refund you can do so by submitting an email request to foundations@charteredaccountantsanz.com
- iv. You understand that there is no option to defer, provide credit, or transfer CA Foundations enrolments to another individual.

9. Repeat of Failed units and/or exams-only

Should it be necessary for you to repeat a CA Foundations unit, the full unit or exam only must be retaken and the full fee at the time of retaking the unit or exam-only is payable.

10. Period of result validity

A passed CA Foundation unit or exam-only remains valid for entry to the CA Program for a maximum period of 5 years from result release date.

11. Your consent to disclosure

- i. By submitting this enrolment form, you consent to CA ANZ using and disclosing your personal information in accordance with its Privacy Policy including to disclose your personal information to third parties, such as:
 - a. your approved employer and to any representative appointed by that employer that you have listed as my primary employer in your record in the My CA web portal which you are responsible for maintaining; and
 - b. your approved mentor and to any representative appointed by that mentor that you have listed as my primary mentor in your submitted practical experience agreement and which can be updated via your MyCA web portal through the My CA Employment Details form which you are responsible for maintaining;
 - c. an approved external learning provider engaged by CA ANZ to deliver CA Foundations content and assessment.
- ii. Information in relation to your CA Foundations progress that may be disclosed by CA ANZ to your approved employer and to any representative appointed by that employer during and following the conclusion of each study period that you are enrolled in at CA ANZ includes:

- a. program results and performance, including enrolment status, program of study, attendance, marks and grades awarded, educational support opportunities, and course completion and graduation status, inclusive of any studies withdrawn post enrolment;
 - b. email, phone and face-to-face correspondence;
 - c. your contact details including health or safety emergency contact details; and
 - d. your fee payment status
- iii. You also acknowledge that it is your responsibility to notify CA ANZ if your employer and/or mentor changes and to keep your personal information held by CA ANZ update to date in accordance with the Privacy Policy.

12. Other terms

- i. You are expected to participate in all learning, assessment and examination requirements related to your CA Foundations enrolment.
- ii. It is your responsibility for completing all requirements associated with enrolment, assessment and study progression in compliance with relevant policies and procedures.
- iii. You understand that the main form of communication between CA ANZ and you regarding your CA Foundations enrolment will be electronic, via email to the email address and via SMS to the mobile contact you have provided as your main contact details in your record in the My CA web portal, which you are responsible for maintaining. You understand that as a CA Foundations enrollee you will regularly check your advised email account. Notices sent to your advised email account or by SMS to your advised mobile contact number will be deemed to have been received by you at the time sent by CA ANZ.
- iv. You are expected to comply with any applicable Australian and New Zealand legislation.
- v. In the event of circumstances requiring urgent medical care CA ANZ is authorised as a matter of urgency to seek and provide appropriate medical care.

13. Complaints

If you have a complaint please refer to CA ANZ's Complaint Process at <https://www.charteredaccountantsanz.com/about-us/complaints>. These Terms, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the candidate to act under the Australian Consumer Law if the Australian Consumer Law applies or any other applicable laws.

14. Privacy Collection Statement

When you enrol in CA Foundations, CA ANZ collects, uses and discloses your personal information such as your name, address and contact details (e.g. email address, phone numbers and postal address) in accordance with the [Privacy Policy](#).

By completing the enrolment form, you consent to us using, disclosing and otherwise handling your information as set out above and in our [Privacy Policy](#).

If you have any questions or concerns about this Privacy Collection Statement, our [Privacy Policy](#) or how we handle your personal information, please contact our Privacy Officer.

Privacy Officer/Data Protection Officer

Chartered Accountants Australia and New Zealand
33 Erskine Street
Sydney NSW 2000
P: 1300 137 322
E: privacy@charteredaccountantsanz.com

15. Disclaimer

CA ANZ endeavors to deliver its CA Foundations pathway program in accordance with the description set out on the CA ANZ website. CA ANZ makes every effort to ensure that the information contained on this site is accurate but it is possible that some changes will occur between the date of information being uploaded and the start of the academic period to which it relates and users are encouraged to check for any updates or changes to the information published when researching and applying for CA Foundations.

If CA ANZ varies all or any part of a CA Foundations course of study that may affect a candidate's ability to participate in the course CA ANZ will normally undertake a consultation process with any impacted enrollees and seek to ensure that no enrollee is unreasonably disadvantaged as a consequence of any such change.

CA ANZ does not accept any liability for disruption to its provision of educational or other services caused by circumstances beyond its control, but CA ANZ will take all reasonable steps to minimise the resultant disruption to such services.

16. General

- i. You acknowledge that:
 - a. CA ANZ is an Australian registered body corporate which is formed in Australia;
and
 - b. the members of CA ANZ are not liable for the debts and liabilities of CA ANZ.
- ii. You acknowledge that once your CA Foundations enrolment is confirmed these CA Foundations Enrolment Terms and Conditions become a legally binding contract between you and CA ANZ.
- iii. If a court determines that any provision of these Terms and Conditions are invalid or not enforceable, that provision shall be read down or severed to the extent of the invalidity or unenforceability only, without affecting the remaining provisions of these Terms and Conditions.
- iv. These Terms and Conditions are governed by, and are to be construed in accordance with, the laws of the country or state (as applicable) in which CA Foundations is delivered. Each party submits to the non-exclusive jurisdiction of the courts in the country or state (as applicable) where CA Foundations is delivered.