Pre-Enrolment Terms & Conditions

Document Type:	Policy
Document Reference:	CDA-STU-01-11
Version:	1.0
Date Reviewed:	20/09/2026

1. Purpose

These Student Enrolment Terms & Conditions apply to students enrolling in training delivered by Commercial Dive Academy (CDA).

They are provided with the student's course quotation so that students understand the conditions associated with accepting a place and paying a course deposit.

Payment of the applicable course deposit constitutes acceptance of these Terms & Conditions.

By paying the deposit, the student confirms that they have read, understood and agree to be bound by these Terms & Conditions.

This document shall be read in conjunction with the following documents (access to these documents are provided in the hyperlinks below):

- **CDA-STU-01-01 CDA Student Handbook**
- **CDA-STU-05-01 Student Fee Policy**
- **CDA-STU-01-12 Student Enrolment Information Privacy Notice**

2. Course Enrolment

Enrolment in a CDA course is subject to:

- Availability of a place on the selected course,
- The student meeting all applicable course entry and prerequisite requirements by course commencement,
- Completion of any required pre-study,
- Payment of the applicable deposit, and
- Compliance with applicable CDA and certification body requirements.

Course places are allocated subject to availability and are generally offered on a first-come, first-served basis.

A student's place is not confirmed until the applicable deposit has been received by CDA and CDA has confirmed the enrolment.

Where a course has reached capacity, CDA may offer the student the opportunity to transfer to another available course, join a waiting list or receive a refund in accordance with the *Student Fee Policy*.

3. Course Information and Entry Requirements

Students are responsible for ensuring they understand the course they are enrolling in, including:

- Course dates and duration,

- Training location(s),
- Course fees,
- Entry and prerequisite requirements,
- Required pre-study,
- Equipment and personal items required, and
- Any other course-specific requirements advised by CDA.

Specific entry and prerequisite requirements are provided in the applicable CDA course information and/or *CDA Student Handbook*.

Students must meet all applicable entry requirements before they can participate in training.

Failure to meet an applicable entry or prerequisite requirement may prevent the student from commencing or continuing training. Any associated fee, refund or transfer arrangements will be managed in accordance with the *Student Fee Policy*.

4. Student Information

Students must provide complete, accurate and truthful information as part of the enrolment process.

Students must notify CDA if relevant information provided during enrolment changes, including their name, contact details, address or residency/citizenship status.

Personal information collected by CDA will be managed in accordance with the *Student Enrolment Information Privacy Notice***.**

5. Unique Student Identifier

Where required, students must provide CDA with a valid Unique Student Identifier (USI). This is a 10-character reference number for nationally recognised training in Australia.

Students who are outside Australia and unable to obtain a USI before enrolment must obtain one once they are eligible to do so.

The student is responsible for ensuring their USI and identifying information supplied to CDA are correct.

6. Pre-Study

Where pre-study is required for a course, the student must complete the applicable ADAS or CDA pre-study requirements within the timeframe advised by CDA.

Failure to complete required pre-study may prevent or delay commencement of training.

7. Course Fees

The applicable course fee will be stated in the student's quotation or other written course offer.

Unless otherwise stated, tuition fees generally include:

- Timetabled tuition and training,
- Course materials and manuals,
- Supervised dives and training activities,
- Assessments, and
- Certification fees associated with the course.

Accommodation, travel, transport, meals and general living expenses are not included unless specifically stated otherwise.

CDA may change advertised course prices from time to time. Once a student has accepted a quotation and paid the applicable deposit, the agreed course fee will apply to that enrolment.

8. Deposits, Payment, Transfers and Refunds

Detailed requirements relating to the following are set out in the *Student Fee Policy*:

- Course deposits,
- Payment due dates,
- Fee protection,
- Course transfers,
- Student withdrawal,
- Refunds,
- Administration fees, and
- Other financial obligations.

The *Student Fee Policy* is provided or made available to the student with, or prior to payment of, the course deposit.

Students must read the *Student Fee Policy* before paying their deposit.

Payment of the applicable course deposit confirms that the student accepts both these Student Pre-Enrolment Terms & Conditions and the *Student Fee Policy*.

A student's place on a course is not confirmed until the required deposit has been received and CDA has confirmed the enrolment.

9. Course Changes

Commercial diver training is practical and operational in nature. Course schedules and training activities may be affected by factors including:

- Weather and environmental conditions,
- Dive site conditions,
- Equipment availability,
- Safety requirements,
- Operational requirements,
- Regulatory or certification requirements, and
- Circumstances outside CDA's reasonable control.

CDA may therefore make reasonable changes to course dates, schedules, training locations, dive sites or the order of training activities.

CDA will advise affected students of significant changes as soon as reasonably practicable.

Where CDA cancels or materially changes a course and the student is unable to attend an alternative arrangement, applicable transfer or refund arrangements will be managed in accordance with the *Student Fee Policy*.

10. Attendance and Course Completion

Students are expected to attend all required training and assessment activities.

Commercial diving courses have prescribed training, practical, assessment, dive and/or bottom-time requirements. Missed training may therefore affect a student's ability to complete the course.

Where additional training or assessment is required because a student has missed training or has not achieved the required competency within the scheduled course, additional costs may apply.

Enrolment in a course does not guarantee successful completion, competency or certification.

11. Accommodation, Travel and Visas

Unless specifically included in the student's quotation, students are responsible for arranging and paying for their own:

- Accommodation,
- Travel and transport.
- Meals, and
- Personal living expenses.

CDA may provide information about accommodation options but does not provide or guarantee accommodation.

International students are responsible for ensuring that they hold the appropriate visa or authority to enter and remain in Australia and allow sufficient time for any required visa processing.

Any financial consequences associated with withdrawal or inability to attend a course are determined in accordance with the *Student Fee Policy*.

12. Student Handbook

Students will be provided with access to the *CDA Student Handbook* as part of the enrolment and commencement process.

The *CDA Student Handbook* contains detailed information regarding course participation, assessment, attendance, equipment, health and safety, student conduct, support services, complaints and other requirements applying during training.

Students are responsible for reading and complying with the *CDA Student Handbook* and applicable CDA policies once enrolled.

13. Acceptance of Terms

Payment of the applicable course deposit constitutes the student's acceptance of these Student Pre-Enrolment Terms & Conditions.

By paying the deposit, the student confirms that they:

- Have read and understood these Terms & Conditions;
- Have been provided with information about the course they intend to undertake;
- Understand that their place is subject to availability and is not confirmed until the applicable deposit has been received and CDA confirms the enrolment;
- Understand that they are responsible for meeting applicable course entry and prerequisite requirements;
- Have been provided access to the *CDA Student Fee Policy* and understand that it governs deposits, payments, transfers, withdrawals and refunds;
- Have been provided access to the *CDA Student Enrolment Information Privacy Notice*;
- Understand that enrolment does not guarantee successful completion or certification; and
- Agree to be bound by these Terms & Conditions.