

Factsheet

Letter of Offer

Is the Letter of Offer and Written Agreement a legal document? What are the implications of signing a Letter of Offer and Written Agreement?

As an Australian Government approved registered training organisation, Lawson College Australia's Letter of Offer and Written Agreement is a legal document that meets ASQA and ESOS requirements. As such, once signed, it ensures protection for you as an overseas student and Lawson College Australia as a registered training organisation. More detail can be found here: [International Student Policies – Lawson College](#) including that relating to tuition fees, refund of tuition fee and complaints and appeal.

Actions to be taken by you

Step 1: First step is to undertake your research as advised (including the FAQs) and when fully informed, complete the Application Form and submit as required.

Step 2: Before signing the Letter of Offer and Written Agreement, you must determine:

- If Lawson College Australia meets your requirements as a CRICOS registered RTO and as a study destination,
- If the facilities and resources meet your requirements
- If the course/s you have chosen to study meets your desire and career aims
- If the Letter of Offer and Written Agreement is understood including that relating to Principal Course, Duration of course/s enrolled, Scholarship and spent scholarship and all other aspects as outlined in the Letter of Offer and Written Agreement.
- If you can meet the deadline for accepting and returning the Letter of Offer and Written Agreement within seven (7) days.

Further, you are to **note that:**

- Lawson College Australia cannot retain a position for you without valid evidence – that is your signed Letter of Offer and Written Agreement. To do so would not be fair and equitable to other students who have made the decision and commitment. If you



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have not finished your research to enable an informed decision, then do not sign the Letter of Offer and Written Agreement. You may prefer to join the next intake.

- It is anticipated that your decision-making process prior to signing this legal document will take a number of days/weeks. For example, the normal time for completion of the application to returning the signed Letter of Offer and Written Agreement is in the vicinity of 30 working days. The 7 days stipulated to return the signed Letter of Offer and Written Agreement is to enable a fair and equitable approach applied to all prospective students. It also enables Lawson College Australia to confirm numbers ensuring compliance with mandated class sizes, and where appropriate work placement requirements.
- Whether you sign the Letter of Offer and Written Agreement is solely your decision.
- If you require more time to consider the offer and sign the document, please take this time, but understand that Lawson College Australia does not and cannot 'hold' places open for prospective students.
- Lawson College Australia requires prospective students to be well-informed, and confident in their decision.
- If you require more time to consider, simply do not sign or return the document.
- If you wish to apply for the next available intake, please inform Lawson College Australia of this.

Implications of signing a Letter of Offer and Written Agreement

If you sign the legal document of Letter of Offer and Written Agreement (that includes the Student Declaration) you are providing valid evidence (proof) that you understand the following, including implications of:

- a. The course/s you are to study (including length of course, Principal Course, tuition fee instalment amount and due dates, material fees, and the need to purchase your own textbooks for the course enrolled),
- b. The ESOS (Educational Services for Overseas Students) standards and how they apply to you (the student) as outlined [International Student Policies – Lawson College](#) including Overseas Student Visa conditions, Overseas Student Transfers (includes Principal Course implications), Defer, Suspend and Cancellation of Studies, Refund of Tuition Fees and Complaints and Appeals; and
- c. Being awarded a Scholarship to study at Lawson College Australia.

