Staff Discount Policy

Staff Discount Policy for ECA/ZBA/APIC/ELSIS/VU

Staff members may apply for a discount for study at an ECA related entity. The discount will be granted subject to approval of the Operations Director. **Not all applications may be successful.**

The discount is applied by way of rebate so that the CoE value is the full course value.

The discount is set at 30% of the course or instalment fee.

Only available to permanent, full-time or part-time staff, that is it does not apply to casual or contract staff. It is not available to family members.

Uniquely, ELSIS teaching staff, who are employed on a casual basis, are included in this offer.

Permanent staff of Australia Accommodation Network (CozzyStay), are included in this offer.

Staff member must have worked for ECA/ZBA/APIC/VU for at least one year. For ELSIS they must have a minimum of two years of casual service.

Prior written approval from the Operations Director is required before any offer is made. The request may be made by Email by the requesting manager.

Subsequent discounts are subject to acceptable course and attendance progress and continued acceptable employment at ECA. This means that should a staff member’s employment cease with ECA or course progress or attendance are not satisfactory, the staff member will no longer be entitled to receive the discount.

Staff to pay for course by instalments if the course applied is longer than 24 weeks. This will allow validity of the discount in second and subsequent instalments to be determined.

The staff member must get written advice from the school regarding acceptable progress and provide it to the Operations Director.

Staff must continue to be employed by ECA to get the discount in subsequent instalments.

Any staff discount is only available after written approval by the Operations Director. Not all applications may be successful.
A register will be maintained by Accounts.

Existing arrangements are to be advised, approved and registered. It is acknowledged that existing arrangements have different levels of discount and conditions. Current arrangements will be allowed to continue until the end of the student’s primary course and subject to satisfactory progress.

No individual manager may vary these conditions nor make promises of future discounts.

1. Policy version and revision information

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