



DECRETO No. 637
(27 DE NOVIEMBRE DE 2017)

"POR MEDIO DEL CUAL SE CONCEDE LICENCIA NO REMUNERADA A UN FUNCIONARIO DE LA ADMINISTRACIÓN MUNICIPAL"

EL ALCALDE DEL MUNICIPIO DE CIÉNAGA – MAGDALENA, en uso de sus Facultades constitucionales conferidas en el Artículo 314 de la Constitución Política, y

CONSIDERANDO:

Que el Decreto 1950 de 1973, en su artículo 58, contempla la Licencia como una de las situaciones administrativas en las que se pueden encontrar los funcionarios públicos en servicio activo.

Que de acuerdo al artículo 60 del Decreto en comento en el considerando anterior; se entiende que un empleado se encuentra en licencia, cuando transitoriamente se separa del ejercicio de su cargo, por solicitud propia, por enfermedad o por maternidad.

Que la coordinadora de Salud Pública **JICELA GRANADOS GARCIA**, solicita se le conceda licencia no remunerada para adelantar estudios fuera del país, por el termino de seis (06) meses a partir del primero (01) Marzo del 2018 hasta el primero (01) de Septiembre de 2018.

Por todo lo expuesto, el Alcalde Municipal,

DECRETA:

ARTICULO PRIMERO: Concédase licencia no remunerada a la coordinadora de Salud Pública **JICELA GRANADOS GARCIA**, quien ocupa el cargo de Profesional Universitario en la oficina de Salud Pública Municipal Código 219 Grado 03, por el termino de seis (06) meses a partir del primero (01) Marzo del 2018 hasta el primero (01) de Septiembre de 2018

ARTICULO SEGUNDO: Copia del presente Decreto será enviado a la Secretaría Administrativa, Oficina Asesora de Comunicaciones y Grupo de Talento Humano.

COMUNÍQUESE Y CÚMPLASE

Dado en Ciénaga - Magdalena, a los veintisiete 27 día del mes de Noviembre de Dos Mil Diecisiete (2017).


EDGARDO DE JESUS PEREZ DIAZ
Alcalde Municipal

Proyecto: GLORIA GUETE 
Reviso: Dani Fandiño S.



NOTIFICACION PERSONAL DE ACTO ADMINISTRATIVO

En Ciénaga Magdalena a los primero (01) días del mes de Diciembre de dos mil diecisiete (2017), se notifica de manera personal a la señora **JICELA GRANADOS GARCIA** con la cedula de ciudadanía 39.004.909 del Decreto 637 de fecha veintisiete (27) de Noviembre de dos mil diecisiete (2017), **“POR MEDIO DEL CUAL SE CONCEDE LICENCIA NO REMUNERADA A UN FUNCIONARIO DE LA ADMINISTRACIÓN MUNICIPAL”**


ANUAR LARA TOVAR
Auxiliar Administrativo


JICELA GRANADOS GARCIA
C.C. 39.004.909

Proyecto: GLORIA GUETE
Reviso: Dani Fandiño S.

CIÉNAGA
TERRITORIO DE LO
POSIBLE
2016 - 2019



Ciénaga, Magdalena 27 de noviembre del 2017

Ref. SSYDS- Salud pública 279

Dr.

DANI FANDIÑO

Secretario Administrativo

ATN

ASUNTO | Solicitud de licencia no remunerada

Cordial saludo.

Por medio del presente y de la manera más respetuosa me dirijo a usted con el fin de solicitar licencia no remunerada por 6 meses, lo anterior con el fin de adelantar estudios en el exterior del país, a partir del 1 de marzo al 1 de septiembre del 2018.

Anexo oferta de la institución y COE.

Atentamente,

JICELA GRANADOS GARCIA

P.U. salud pública municipal

c.c. Edgardo de Jesús Pérez Díaz - Alcalde municipal

RECIBIDA
27-11-2017
07





APEIRON ASIA PTY LTD
ABN 14146548727
Focus Learning
Level 11, 140 Queen St
Melbourne, VIC 3000, Australia.
Telephone: +61 3 9670 0124
Email: info@focus.edu.au
Website: www.focus.edu.au

Ref No.	3426	Date	16/11/2017
Student name	Jicela Margarita GRANADOS GARCIA		
Date of Birth	13/02/1978	Gender	Female
Citizenship	Colombian	Passport No	AO566840
Agent	Hello Study		

Dear Ms Jicela Margarita GRANADOS GARCIA

Congratulations! It is with great pleasure that we offer you admission to Focus Learning.

Course	Course Period	Course Length	Tuition Fee	Deposit Required
GE: General English	12 Mar 2018 - 26 Aug 2018	24 week(s)	\$4,320.00	\$1,800.00

Payment of fees and associated charges are as follows:

Total Tuition Fee	AUD\$4,320.00
Initial Tuition Fee Payment	AUD\$1,800.00
Application Fee	AUD\$0.00
Material Fee	AUD\$200.00
Overseas Student Health Cover (compulsory)	AUD\$0.00
Miscellaneous Fee	AUD\$0.00
TOTAL FEE DUE	AUD\$2,000.00 (must be paid not later than 14 days from the date of this letter of offer)
Special Condition	- GE: Morning Class



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Payment Schedule:

COURSE	FEE NAME	AMOUNT	DUE DATE
GE	Fee Instalment: 1	\$1,260.00	03/05/2018
GE	Fee Instalment: 2	\$1,260.00	03/07/2018

No course related or exit documents can be provided until all outstanding fees have been paid

A handwritten signature in black ink, located to the right of the payment schedule table.



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Remittance Advice

To avoid delays in receipt of payment, please ensure all payments are in Australian Dollars (\$AUD). Please quote your student ID as the transaction reference.

Bank Account Details (Onshore)

Company name	Apeiron Asia Pty Ltd trading as Focus Learning	Bank Address	Bourke Street Mall, 309-325 Bourke Street, Melbourne
Bank	Commonwealth Bank of Australia	Branch Number (BSB)	063000
Account Number	12449387	SWIFT Code	CTBAU2S

Prior to commencement it is important that you read the terms and conditions of enrolment which can be found at <http://focus.edu.au/terms-and-conditions>.

Conditions of Enrolment

1. Fulfillment of the Visa requirements of the Australian Government
2. Notify Focus Learning of your address in Australia, and any change of that address while you are enrolled in the above course.
3. Verification of all original documents and transcripts.
4. Courses must be completed in the sequence as published in this offer letter. You must successfully complete each course prior to progressing to the next level.
5. Achievement of all documented English and academic entry requirements pertaining to individual courses.
6. If a student is under 18 years of age, the Department of Immigration and Citizenship (DIBP) will not approve a student visa unless one of the following arrangements have been made for the student:
 - a. lives in Australia with their parent or legal custodian,
 - b. lives in Australia with a relative over 21 years of age who is nominated by their parent or legal custodian, or
 - c. lives in Australia under a welfare arrangement approved by the education provider. (Please visit our website for further information)
7. Please be advised that any Bank charges and/or international transfer fees incurred are the responsibility of the student/parent.
8. For General English course, your level of language proficiency and your starting level of the course will be determined by the score you achieve in Focus's placement test. Sitting in a placement test is mandatory for all General English applicants.
9. Please read Pre-Enrolment Information on our website before your arrival.
10. You will be notified about the time and date of your induction at least a week prior. Please bring your Passport, a copy of your Visa or eVisa and document listed on the induction notification.

Payment can be made by telegraphic transfer, cash, cheque or direct deposit into the College bank account. The College bank details as follows:

Yours sincerely,

Admissions
Focus Learning



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FEES, CHARGES AND REFUND POLICY

DEFINITIONS

Student Default occurs when (a) the student failed to pay an amount he/she was liable to pay Focus Learning in order to undertake the course; (b) the student breached a condition of their Student Visa; (c) the student misbehaved.

Provider Default occurs when (a) the course does not begin on the agreed date; (b) the course ceases at any time after it commences but before it is completed; (c) the course is not provided in full to the student because a sanction has been imposed on the provider.

Program/course means the total duration of a student's accepted offer at Focus Learning

Study period is defined according to the duration of the program and may vary.

ESOS Act is the Educational Services for Overseas Students Act 2000.

National Code is the National Code of Practice for registration Authorities and Providers of Education and Training established under the ESOS Act.

Installment payment

Working Holiday: All working holiday students wishing to pay by installment are not entitled to 17 weeks package (i.e. \$219/week) "unless they come up with a minimum of 10 weeks upfront payment", and the rest by installments. A default price of \$229/week otherwise.

International Students

- All international students enrolled between 2 - 24 weeks **MUST** pay the whole amount upfront. No installments are available
- All international students enrolled more than 24 weeks
- Can choose to pay the remaining weeks (24+) by 2 installments without any charge OR
- Can choose to pay the remaining weeks (24+) by more than 2 installments with 5% charge of the remaining weeks available.

Variation of Enrollment fees for international students

- **Existing Students** (i.e. students who have started their course as per the starting date in their CoE) who wish to change their study breaks, their starting date, finishing date, and other things which affects a "variation of COE will" be charged \$200, unless the changes happened because of Focus Learning's initiatives (e.g. course cancelled due to low numbers)
- An exception applies for the above if the changes to starting date occurred "because visa is not granted."
- If the visa has been granted and students suppose to start on the starting date, but was absent due to personal / medical issues, "COE will not be changed", but attendance record will be noted that the students missed the class due to special circumstances.

POLICY

Focus Learning will ensure that all students are treated fairly and with integrity when applying for refunds. A copy of the Refund Policy and Procedure is displayed on the Focus Learning website. All applications for refund must be made in writing to the CEO, by completing a 'Refund Request Form'. Refunds are made in Australian currency (AUD). Refunds will only be made payable to the person, or entity, who made the original payment.

Full Refund (including the application fee) is paid when a student's initial visa has not been granted. The refund will be made within 14 days of receiving a student's refund application together with evidence from DIBP of their visa refusal. The refund will be accompanied by the statement outlining the total refunded amount.

Full Refund (including the application fee) is paid when Focus Learning withdraws the offer or is unable to proceed with the program applied (if the program is discontinued after it starts and before it is completed). The refund will be made within 14 days from the day that a program has ceased.

Partial Refund If the application for a refund is received more than 28 days before the enrolment date of the program, 80% of the tuition fee is paid (excluding the application fee). The refund will be paid within 28 days of receiving a student's refund application.

Partial Refund If the application for a refund is received less than 28 days before the enrolment date of the program, 55% of the tuition fee is paid (excluding the application fee). The refund will be made within 28 days of receiving a student's refund application.

No Refund is paid if (a) the program has commenced; (b) the student has breached their visa conditions and their visa has been cancelled; (c) the student is excluded on the grounds of unacceptable behaviour; (d) the student has not paid outstanding fees.

Special Circumstances may apply to refund requests which do not comply with the above points. Examples may include severe medical conditions, political, civil or natural events necessitating the return of the student to their home country.



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Tuition Fee Refund Procedure

1. All applications for refund must be made in writing to CEO, by completing a 'Refund Request Form' available from Reception or the Focus Learning website.
2. Incomplete refund applications may result in a delay in processing refunds.
3. Refunds are made in Australian currency (AUD).
4. Refunds will only be made payable to the person, or entity, who made the original payment.
5. If an application for refund of paid tuition fees by a student is declined by Focus Learning, then Focus Learning will notify the applicant in writing, within 28 days of receiving the refund application, of the decision to decline the refund, and will outline the reasons for such a decision.
6. Students, who are not satisfied with the way their refund application has been dealt with, can complain through the Focus Learning's Complaints and Appeals procedure at no cost.
7. Focus Learning will maintain the student's enrolment during the appeals period.
8. This policy and the availability of complaints and appeals processes do not remove the right of a student to take further action under Australia's consumer protection laws.

FEES AND CHARGES

The student is required to make agreed fee payments by the course commencement.

The student is responsible for payment of associated sundry expenses including stationery, additional study materials fees and other personal expenses throughout the duration of their program/s.

Recognition of Prior Learning (RPL) costs \$100 per unit irrespective of whether the RPL is granted. The RPL fee is non-refundable. Extra fees will be charged for replacing any lost documents.

Fees might incur for some external services including selected excursions.

If the student fails to progress in the program of study the student will be required to re-enrol into the failed unit and to pay the tuition fees associated to each unit re-enrolment. Current program prices apply to each unit re-enrolment.

Tuition fees may be reduced or a refund issued if the student is granted Credit Transfer/s. This reduction will be credited (or refunded) to the final term tuition fee.

Any payments made by credit card will incur a surcharge.

Services, materials and/or academic results, statements of attainment and course completion certificates may be withheld from students with overdue fees.

The student will not be allowed to commence or continue their course until all fees are paid in full including all late fees, administration charges and outstanding fees from all previous enrolments.

The application fee is non-refundable and non-transferable.

Course fees will not be transferred to another educational institution.

The course fees stated by Focus Learning at the commencement of the course are subject to change. Late or non-payment of fees is a matter of misconduct which attracts the following:

- a. A warning letter or email for misconduct will be issued to students with fees overdue more than seven (7) days;
- b. Seven (7) days after a warning letter has been issued regarding overdue fees, an intention to report for misconduct letter will be issued to students advising that if they do not pay the outstanding fees their enrolment will be cancelled and they have twenty (20) days in which to appeal via the Complaints and Appeals policy, if they wish,
- c. Subject to the outcome of any appeal, if fees remain unpaid after twenty (20) days, the student will be cancelled and reported to DIBP.

TERMS AND CONDITIONS

General information

The student has read and understood the Refund Policy on this form.

The student is required to sign Focus Learning Acceptance Agreement prior to paying any fees. The student's enrolment may be deferred, suspended or cancelled if:

1. The student does not maintain satisfactory course progress or attendance
2. The student fails to inform Focus Learning of any change to their personal contact details, including residential address and contact telephone number
3. Their fee payment is not up-to-date
4. The student takes a leave without obtaining written permission from Focus Learning
5. The student fails to follow the standards of conduct and behaviour in accordance with the rules of their Student Visa.



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The student reads the ESOS Framework information displayed on Focus Learning website.

It is students' responsibility to read the information about Focus Learning including the entry requirements, fees and expenses associated with studying in Australia.

The Institute may withhold services or materials including academic results from them if any fees are overdue. The student must meet the following DIBP student visa conditions:

1. Achieve satisfactory academic performance and attendance and ensure that the student is able to complete their course within the specified timeframe;
2. Maintain payment of tuition fees (requests for temporary suspension of studies may be denied if fees are outstanding);
3. Maintain Overseas Student Health Cover (OSHC);
4. Notify the school within 7 days if the student changes their residential address;
5. Remain enrolled at the Institute for the first 6 months of their primary course.

The student is responsible for notifying Focus Learning of any change to their contact information, including their address in Australia and in their home country, contact telephone numbers and email address, while enrolled in the course. Students who change their education agent must notify Focus Learning of their new education agent's details.

The student understands that the availability of the complaints and appeals process does not remove the right of the student to take action under Australia's consumer protection laws.

It is students' responsibility to seek independent advice prior to signing the agreement with Focus Learning.

Dependants of student visa holders

Any school age dependants accompanying an international student must attend school and may be required to pay full fees.

OSHC - Health Insurance for students

You must have adequate health insurance while in Australia. This is done by obtaining Overseas Student Health Cover (OSHC) which provides medical and hospital insurance in Australia. You must not arrive in Australia before your health insurance starts. If you are in Australia and do not have adequate health insurance, you are in breach of your visa conditions. To compare all (OSHC) Providers and purchase the cover that suits you, please visit focuslearning.oshc.info (<http://focuslearning.oshc.info>).

Orientation

The student understands that an orientation program on their first day of studies is compulsory.

English Language proficiency

English Language assessment is compulsory for students enrolling in all courses.

Recognition of Prior Learning (RPL) and course credits

Recognition of Prior Learning and course credits are available to all students.

Mode of study

Mode of study in any program at Focus Learning is 20 class hours per week.

Course content and assessments

The student understands the information detailing course content, assessment requirements and course outcomes on Focus Learning website or on a hard copy that was requested from the Institute.

Focus Learning may alter class timetables, hours and locations at any point during the student's enrolment. Focus Learning has implemented the Course Progress Policy and Procedure for all vocational courses. The student agrees that the continuation of their enrolment in a vocational course is dependent upon the student achieving satisfactory course progress which is considered satisfactory if the student demonstrates competency (C) in a minimum of 50% of the scheduled units/workload in a term of study AND that attendance of all the scheduled contact hours for each unit is critical to achieve satisfactory course progress. Two re-assessment attempts per unit are offered free of charge.

The student might be asked to undertake an English test at any stages of their course if the student does not cope with their studies.

If the student fails to progress academically in the program of study the student will be required to re-enrol into the failed units. Students will be required to pay the tuition fees associated to each unit re-enrolment.

If the student does not achieve the award within the expected duration of study/offer period and additional unit enrolment required, students are required to enroll and pay for each unit enrolment.



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Transfer between providers

The student remains enrolled at the Institute for the first 6 months of their primary course. The student may only transfer to another provider within the first six (6) months of the principle course by obtaining a formal agreement in writing from Focus Learning in certain limited circumstances. A principal course: A principal course is the main course of study to be undertaken by an overseas student. Where a student visa has been issued for multiple courses of study, the principal course would normally be the final course of study. Example: Where a student has a packaged enrolment with Focus Learning, including an ELICOS program, Certificate and Diploma programs, the Diploma is considered to be the principal course.

Attendance

Students must maintain a satisfactory attendance of 80% minimum or the student places their Student Visa at risk. In certain limited circumstances the student may defer or temporarily suspend their studies during the course by obtaining a formal agreement in writing from Focus Learning.

Students studying ELICOS or vocational programs are required to attend 20 class hours per week.

If the student is enrolled in an ELICOS course he/she must maintain a satisfactory attendance of 80% minimum or the student places their student visa at risk.

In certain limited circumstances the student might defer or temporarily suspend their studies during the course by obtaining a formal agreement in writing from Focus Learning.

Complaints and appeals

Students may access Focus Learning's complaints and appeals process, should any issue arise during the enrollment or at any point of studies at Focus Learning. The Complaints and Appeals procedure is available on the website and outlined in the Student Handbook.

Personal information

The student's personal information may be shared between Focus Learning and the Australian Government and designated authorities, if relevant, the Tuition Protection Service (TPS) and the TPS Director as per the ESOS Act and The National Code 2007. This information includes, but is not limited to, personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa conditions.

The student agrees that Focus Learning may use the email address supplied by the student as a point of contact for any information the Institute deems necessary.

The student agrees that Focus Learning will release information related to their enrolment (excluding academic records), attendance and accounts details to their education agent.

Student's personal information will not be disclosed to any other third party without their consent, unless authorized or required by law. The student acknowledges that Focus Learning is committed to protecting an individual's rights to privacy in accordance to the Privacy Act 2001.

The student has a right to access personal information that Focus Learning holds about the student, subject to legislation.

The student agrees that any photos or testimonials of theirs are the property of Focus Learning and may be used in printed and online promotional material.

The student agrees automatically to become an alumnus of Focus Learning upon graduating and agrees to be emailed from time to time to provide feedback to Focus Learning as to their career progression and further study.

STUDENT DECLARATION

I declare that the information supplied in this Acceptance Agreement is true and correct. I have read, understood and agree to the terms and conditions outlined on this form.

Student Name

Jicela Granada

Signature

Date

24/11/2017.



Overseas Student Confirmation-of-Enrolment (CoE)

A. INFORMATION FOR OVERSEAS STUDENTS

THIS IS NOT A VISA AND DOES NOT ACT AS AN EXTENSION OF YOUR VISA.

You may check your visa status through Visa Entitlement Verification Online (VEVO) at: <http://www.border.gov.au/vevo>

To apply for your student visa to study in Australia go to <http://www.border.gov.au/Trav/Stud>. Follow the information on the website to lodge your application online. Please note you are able to attach supporting documentation when lodging your application.

B. COURSE DETAILS

Provider: Apeiron Asia Pty Ltd [03346E] (trading as: Focus Learning)

Telephone: 61396700124, Fax: 61390410586

Email: dylan.rabie@focus.edu.au

Course: General English [078160F]

Course Level: Non AQF Award

Course Start Date: 12/03/2018

Course End Date: 26/08/2018

Initial Pre-Paid Tuition Fee: \$AU 1,800, From: 12/03/2018, To: 02/05/2018

Other Pre-Paid Non-Tuition Fee: \$AU 200

Total Tuition Fee: \$AU 4,320

C. STUDENT DETAILS

Courtesy Title: Ms

Family Name: GRANADOS GARCIA

Given Names: Jicela Margarita

Gender: Female

Date of Birth: 13/02/1978

Country of Birth: Colombia

Nationality: Colombia

Provider arranged Overseas

Student Health Cover (OSHC): No

English Test Type: None

English Test Score: Null

Comments: The CoE is conditional: Student must provide evidence of a valid visa before the course starts.

D. NOTES

The information provided on this form is required by the Australian Government Department of Education and Training, and the Australian Government Department of Immigration and Border Protection (DIBP) as evidence of enrolment in a course registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) - <http://cricos.education.gov.au>

1. The offer of a place and enrolment of the student must be made in accordance with the provisions of the Education Services for Overseas Students (ESOS) Act 2000; the ESOS Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2007).
2. This information will be made available to other Australian Commonwealth, State or Territory government agencies.

IMPORTANT

- Keep this CoE and your Written Agreement while you are in Australia
- Find out more about living and studying in Australia (including quality assurance) at www.studyinaustralia.gov.au