



Refund Policy

Conditions for applying for a refund

The following refunds apply:

- a) Student is denied a visa by the Australian Government. Refund of all fees less an administration fee of up to A\$250.
- b) Student withdraws or transfers more than 10 weeks before the program commences. Refund of all fees paid less an administration fee of up to 10% or \$1000.00, whichever is the lesser.
- c) Student loses Good Standing status due to failure to comply with attendance, behaviour or subject work requirements (including meeting assignment deadlines, sitting for scheduled tests and examinations); all fees for the current semester are forfeited and standard refund policy conditions are applied to any subsequent semesters.
- d) Student withdraws or transfers:

Program duration less than 10 weeks

Refund Due

Student with a visa withdraws.	More than 4 weeks and up to 10 weeks before program starts.	70% of program fee.
Student with a visa withdraws.	4 weeks or less before and after Program commences.	No refund of program fee.

Program duration greater than 10 weeks

Student with a visa withdraws.	More than 4 weeks and up to 10 weeks before program commences.	70% of a semester's fee.
Student with a visa withdraws.	4 weeks or less before program commences.	40% of a semester's fee less \$1,000 or 10% of course fee, whichever is the lesser, administration fee.
Student with a visa withdraws.	After program commences and during first 4 weeks.	30% of a semester's fee less \$1,000 or 10% of course fee, whichever is the lesser, administration fee.
Student with a visa withdraws.	After 4 weeks of program Commencement.	No refund.

- e) This agreement (policy) does not remove the right to take further action under Australia's consumer protection laws or general legal processes.
- f) Any refund will be issued within seven days of the student submitting all clearance documents.
- g) Applications for refunds must be in writing and addressed to the Manager – International Office.
- h) If the nominated course is unable to be provided by the College, then, fees paid will be refunded in full or alternative placements arranged.

I have read and accept the conditions of the refund policy.

Student's Name: _____

Student's Signature: _____ Date: _____