

## **Refund Conditions and Procedures**

All applications for a refund must be in writing to the Principal.

### **If the student has enrolled but has not yet started the course:**

- Students must notify the school at least two weeks prior to their course commencing that they do not intend to start their course. The Tuition Fees may then be refunded in full less a \$800 administration charge.
- Withdrawing or transferring to another school without notification, may incur an additional penalty.

### **If the student has started the course and is still in the first half of the course:**

The Tuition Fee may be refunded less the following charges:

- An Administration Fee of \$800
- The cost of the course up to the end of the current term
- The Government charges that apply
- Any commission that has been paid

### **If the student has started the course and is in the second half of that course:**

The Tuition Fees may only be refunded if there are special reasons for the student leaving such as becoming seriously ill or serious illness in the student's family or some other special reason. Refunds will be determined in the same manner as above.

### **If a refund is to be claimed the parent of the student must:**

- Write a letter explaining the special reasons,
- Supply a medical certificate

The Principal will make the decision about giving a refund in these circumstances.

There are **NO** refunds if the student has been asked to leave the school because of bad behaviour, poor attendance or because the student has broken the school's rules.