

# **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 \$1,000 administration charge.
- If an international student fails to obtain an appropriate study visa, The Tuition Fees will then be refunded in full less a \$1,000 administration charge.

**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 \$1,000
- 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 the school fails to provide the agreed course of education or is no longer a signatory to the Code or no longer operates as an international education provider,** the school will negotiate with the student or their family to either:

- Refund the unused portion of international student tuition fees or other fees paid for services not delivered or
- Transfer the amount of any eligible refund to another provider

**If the student changes to domestic student status during the period of enrolment,** a refund may be made on the unused portion of the prepaid fees (refunds to be made on a Term basis)

**If the student voluntarily requests to withdraw or transfer to another school,** no refund of international tuitions fees will be made.

**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.

I agree with these refund conditions

Signed:\_\_\_\_\_

Parents full name\_\_\_\_\_ Date:\_\_\_\_\_

Students full name\_\_\_\_\_