



Refund Policy

International & PNG Students

1. This Policy outlines refunds applicable to Fees paid to the College.
2. The Administration Fee and Enrolment Fee are **non-refundable**.
3. Payment of School Fees and Refunds:
 - a) Fees are payable according to the School Fee Payment Authority Form, or as arranged with the Finance Credit Manager.
 - b) An itemised list of School Fees is provided in the *Schedule of Fees*.
 - c) All Fees must be paid in Australian dollars. Refunds will be reimbursed in the same Australian dollars.
 - d) Refunds will be paid to the Fee payer/s as per our records, unless otherwise specified by that person/s in writing.
4. All notification of withdrawal from the College, or requests for refunds, must be made in writing and submitted to the Enrolments Registrar.
5. Written notice is to be given by no later than the first day of the Term, of which at the end, the student intends to leave. Example: if a student is wishing to leave at the end of Term 2, notice should be given no later than the first day of Term 2.
6. **If sufficient notice is not given, the sum charged will be equivalent to ¼ of the relevant fees.**
7. Any amount owing will be paid within four (4) weeks of the College receiving written notice from the parent (s)/ legal guardian.

Please note: As part of Visa regulations, all fees are payable when due. All students whose fees are not paid by the due date, and whose parents fail to satisfactorily negotiate for an extension with the Finance Credit Manager, will be reported to the Secretary of DEEWR via PRISMS as required under section 19 of the National Code of Practice. The College is required to report failure to pay fees to the DEPARTMENT OF IMMIGRATION, which may impact on the student's Visa.