

Enrolments Office

CRICOS Provider Code:01799C



Overseas Student Enrolment Pack

Refund Policy and Procedures for Overseas Students

Policy No.	011
Effective Date	October 2017
Replaces	September 2015

1. This policy outlines refunds applicable to course fees paid to the school.
2. Any service fees a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.
3. The enrolment application fee is non-refundable.
4. Payment of Course Fees and Refunds
 - a) Fees are payable according to the College's Fees Policy (refer prospectus and application package).
 - b) An itemised list of school fees is provided in the College's written agreement [as per NC Standard 3.1.b
 - c) All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
 - d) Refunds will be paid to the person who enters into the written agreement unless the school receives written advice from the person who enters the written agreement to pay the refund to someone else.
5. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the College Principal.
6. Student default because of visa refusal
 - a) If a student produces evidence of visa refusal (or provides permission for the school to verify visa refusal with the Department of Immigration) and fails to start a course on, or withdraws from the course on or before the agreed starting day, the school will refund within four weeks of receiving a written claim from the student the total amount of course fees (including Confirmation Fee) received by the school before the student's default day, minus the lesser of
 - 5% of the amount of course fees received (assuming that fees are paid 6 monthly in advance), or
 - AUD \$500.00
 - b) If a student whose visa has been refused withdraws from the course after it has commenced, the school will retain the amount of tuition fees proportionate to the amount of the course the student has undertaken and will refund of any unused tuition fees* received by the school with respect to the student within the period of four weeks after the day of student default.

**Calculation of the refund due in this case is prescribed by a legislative instrument (s.10 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).*
7. Student default

Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18).

Enrolments Office

CRICOS Provider Code:01799C



Overseas Student Enrolment Pack

- (a) Non-tuition fees:
 Non-tuition fees will be refunded on a pro rata basis proportional to the amount of time the student was studying in the course, except where a non-refundable payment on behalf of the student has been made.
- (b) Non-commencement with no notification of withdrawal:
 If the student does not provide written notice of withdrawal, and does not start the course on the agreed starting date, up to 85% of the first semesters tuition fees will be retained from tuition fees received by the school.
- (c) Non-Commencement with notification of withdrawal:
- i. If the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) 4 or more weeks prior to commencement, the school will refund the amount of tuition fees received less the application and enrolment fees.
 - ii. If the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) less than 4 weeks prior to commencement of the course, the school will refund 50% of the tuition fee.
- (d) Refunds after commencement of a course:
- i. If tuition fees for up to 1 study period have been received in advance: Where the student (or parent(s)/legal guardian if the student is under 18) notifies the school in writing of withdrawal before completing the relevant study period, no tuition fees will be refunded.
 - ii. If tuition fees for more than one study period have been received in advance, and the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18), the school will refund the amount of unused tuition fees less 4 weeks tuition fees, provided that at least 4 weeks written notice of withdrawal has been received.
- NB: Where less than 4 weeks' notice of withdrawal is received, the school will refund the amount of unused tuition fees less 5 weeks tuition fees.
- (e) Refunds in the event of a provider initiated cancellation of enrolment:
 No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:
- i. Failure to maintain satisfactory course progress (visa condition 8202). Please see Course Progress and Attendance policy
 - ii. Failure to maintain satisfactory attendance (visa condition 8202). Please see Course Progress and Attendance policy
 - iii. Failure to follow accommodation arrangements (visa condition 8532). [Please see Accommodation and Welfare Policy]
 - iv. Failure to pay course fees.
 - v. Any behaviour identified as resulting in enrolment cancellation in Northside Christian College's student handbook. Please also see Code of Practice.

8. Provider default

- a) If for any reason the school is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees* received by the school with respect to the student will be made within 14 days of the agreed course starting day.

Enrolments Office

CRICOS Provider Code:01799C



Overseas Student Enrolment Pack

- b) If for any reason the school is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the school, a full refund of any unused tuition fees* received by the school with respect to the student will be made within 14 days of the school's default day.
- c) In the event that the school is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian government's Tuition Protection Service. For information on the TPS, please see:
<https://tps.gov.au/StaticContent/Get/StudentInformation>.
**Calculation of the refund due in this case is prescribed by a legislative instrument (s.7 of Education Services for Overseas Students (Calculation of Refund) Specification 2014).* <http://www.comlaw.gov.au/Details/F2014L00907> .

9. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Definitions

- a. Non-tuition fees – fees not directly related to provision of the student's course, including if applicable: Course related fees and OSHC.
- b. Tuition fees – fees directly related to the provision of the student's course, including levies.
- c. Course fees – the sum of tuition fees and non-tuition fees received by the school in respect of the student in order for the student to undertake the course.
- d. Semester is typically 20 weeks or 2 terms (half a year).

If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student's fees for the duration of that year.

- I have read, understood and agree to be bound by the above conditions of the Refund Policy.

Signed (parent(s)/legal guardian):

Date