



## St Brigid's College Refund Policy for International Students

- 1) *This refund policy applies to all course fees paid to St Brigid's College. Please note that St Brigid's College does not collaborate or have agreements with Education Agents.*
- 2) *The application fee is non-refundable.*
- 3) *Payment of Course Fees and Refunds*
  - a. *On acceptance of a place at St Brigid's College, an initial payment being 50% of the Annual College Fees is to be made to cover charges for first semester.*
  - b. *An itemised list of school fees is provided in the school's written agreement.*
  - c. *All fees must be paid in Australian dollars. Refunds will be reimbursed in Australian dollars.*
  - d. *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 calendar year.*
  - e. *Refunds will be paid to the person specified in the written agreement.*
- 4) *All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the College Principal.*
- 5) *Unsuccessful Enrolment/Visa Rejection*
  - a. *The school will refund within 28 days all unspent pre-paid fees where the student's application for enrolment is refused by the school. [Applicable only if payment of fees has accompanied the application/enrolment form and lodgement of the written agreement.]*

- b. *The school will refund within 28 days all unspent pre-paid fees where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.*

#### 6) *Student Default*

- a. *Refunds for student default apply to all unspent fees only. Unspent pre-paid 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. *If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, only one term's (or ten weeks) tuition fees will be refunded from the pre-paid tuition fee. Unspent Course fees and Boarding fees will be refunded.*
- c. *The school will refund within 28 days of the receipt of written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) unspent fees paid by or on behalf of the student less the \$250.00 administration fee.*
- d. *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 the St Brigid's College – International Student Course progress and attendance policy.*  
*Failure to maintain satisfactory attendance (visa condition 8202). Please see the St Brigid's College – International Student Course progress and attendance policy.*
  - ii. *Failure to maintain approved welfare and accommodation arrangements (visa condition 8532). See the Policy Document included in enrolment pack.*
  - iii. *Failure to pay course fees.*
  - iv. *Any behaviour identified as resulting in enrolment cancellation in the St Brigid's College Behaviour Policy/Code of Conduct. See Policy Document included in enrolment pack.*

#### 7) *School Default*

*[Any default by the school must be compliant with the provisions of the ESOS Act 2000 and the ESOS regulations 2001 (as amended 2013).]*

- a. *If for any reason the school is unable to offer a course, a full refund of any unspent pre-paid fees will be made within 14 days of notification of course cancellation.*

- b. If for any reason the school is unable to continue offering a course after commencement of a course, a full refund of the unexpended portion of the pre-paid fees will be made within 14 days of notification of course cancellation.*
  
- 8) 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.*
  
- 9) Definitions*
  - a. Course money – includes tuition fees, any amount received by the school for Overseas Student Health Cover (OSHC) and any other amount the student has to pay in order to undertake the course.*