



## International Student Refund Policy

### PURPOSE:

This refund policy outlines how the school will manage a request for a refund of international student fees.

### REQUESTS FOR A REFUND OF INTERNATIONAL STUDENT FEES

The school will consider all requests for a refund of international student fees. Requests should be made in writing to the school as soon as possible after the circumstances leading to a request. All refunds will be settled under the terms of this policy unless otherwise agreed by the school.

A request for a refund should provide the following information to the school:

- x The name of the student
- x The circumstances of the request
- x The amount of refund requested
- x The name of the person requesting the refund
- x The name of the person who paid the fees
- x The bank account details to receive any eligible refund, including bank address and swift code where relevant
- x Any relevant supporting documentation such as receipts or invoices

### NON-REFUNDABLE FEES

The school is unable

Portion of Unused Tuition Fees: The school may retain a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by the school and may vary

REQUESTS FOR A REFUND FOR FAILURE TO OBTAIN A STUDY VISA:

If an international student fails to obtain an appropriate study visa, a refund of international student tuition fees will be provided less any administration fee that has been paid. Evidence must b

OTHER CIRCUMSTANCES WHERE A REFUND REQUEST MAY BE CONSIDERED: \_\_\_\_\_

WHERE A STUDENT'S ENROLMENT IS BROUGHT TO AN END BY THE SCHOOL

- 1.

