Cancellation and Refund Policy

Purpose of this policy

This policy sets out the circumstance that a student is entitled to a refund and the procedure a student must follow to withdraw from a course to get a refund.

This policy is made under the Education Services for Overseas Students Act 2000 and sub-ordinate legislation (‘Act’) including the Education Services for Overseas Students Regulations 2001, Minister’s determinations and the National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students 2007 (refer to https://www.aei.gov.au/regulatory-information/pages/regulatoryinformation.aspx for more information).

Refund Policy

The College’s offer of a place is contingent upon payment of the Application Fee and the Enrolment Acceptance Fee.

Tuition Fees must be paid by the due date specified in the Letter of Offer otherwise an administration fee of $100 will be charged.

Refunds

1. The Application Fee, Enrolment Acceptance Fee and Other Fees are non-refundable.

2. Other than in cases of provider default (see clause 3 below) or student visa application refusal (see clause 4 below), refunds will only be made in the following circumstances:

   a) **Where you cancel BEFORE the Course Start Date**
      If written notice is received not less than 14 days prior to the Course Start Date the College will refund within 28 days, the Course Fees less the Cancellation Fee. No refund of fees will be given where notice is received less than 14 days prior to the Course Start Date including where the Course Start Date has passed.

   b) **Where you withdrawal from course AFTER the Course Start Date**
      No refund of fees will be given once the Course Start Date has passed. Once you start a Course, you may withdraw at any time, however if you withdraw from a course after week 7 of the relevant term, you must pay the Withdrawal Fee.

3. In cases of **provider default**, that is, where the College cancels or stops providing your Course for any reason, the College will, in accordance with the Act, refund within 14 days the unspent Pre-paid Fees, unless:
   i. you withdraw from a Course before it is cancelled; or
   ii. you accept an offer in an alternative course arranged by the College.

4. In cases where your **student visa application is rejected** the College will, in accordance with the Act, refund within 28 days the unspent Pre-paid Fees less 5% of the unspent Pre-paid Fees (up to a maximum amount of $500).

5. Where you have deferred commencement in a Course and you then cancel the Course, the original Course Start Date before your request for deferment, will be used as the Course Start Date to determine whether a refund is to be made.
6. No refund will be made where the College cancels, suspends or terminates your enrolment as a result of Your Fault.

7. If you are over 18 years old, the refund will be paid directly to you or in accordance with your written directions.

8. The College may:
   a) request further information or evidence to confirm that you are the person entitled to receive the refund or give a direction to pay the refund;
   b) pay the refund by bank draft or company cheque (in case of refund within Australia) or by international bank draft; or
   c) pay the refund to a bank account by direct credit (in case of refund within Australia) or by telegraphic transfer (in case of refunds outside of Australia) but only if you provide evidence that the bank account exists.

9. All refunds will be made in Australian currency only, unless the College’s Bank is unable to do so in which case the refund will be made in the equivalent United States of America currency calculated using the Bank’s exchange rate for the relevant date of transfer. The College is not responsible for currency exchange rate fluctuations, delays or loss of refund in transit (mail, courier, telegraphic transfer or otherwise) as a result of incorrect information provided by you.

10. You agree that the College may change this policy at any time and the policy to be used to determine whether you receive a refund will be the policy applicable at the time you give notice of cancellation or withdrawal enrolment in a Course. For the latest policy please check www.aptt.edu.au.

**IMPORTANT:**
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.

**How to withdraw from a course and get a refund**

1. **Complete a Student Course Variation (SCV) form.** The SCV form is available from the Student Service Office.

2. **Attach all relevant documents to the SCV form.** You should attach documents supporting the reason for your withdrawal and confirming your identity as well as a Refund Request Form.

3. **Hand in the completed forms to Reception or email to:** info@aptt.edu.au Please make sure that your student number and current contact details (email address, mobile phone number) are on the form. Please sign and date the SCV form before handing it in. Your form will NOT be processed if it is not signed and dated.

The College will process your completed SCV form and assess whether you are entitled to a refund based on our policy. The College may ask for further information or documentary evidence. Please note that incomplete SCV forms may delay the processing of the SCV form and payment of refunds.

**Definitions**

In this Refund Policy and as the context requires:
a) “Application Fee” is the fee for processing your application to study at the College.
b) “Cancellation Fee” means, an amount equal to 20% of the total Tuition Fee for the Course, and in respect of all other Courses, the Enrolment Acceptance Fee.
c) “Course” means the course or, where you have enrolled in multiple courses, each course asset out in the Letter of Offer.
d) “Course Fees” means, the Tuition Fees for the Course received by the College before the Course Start Date and the Enrolment Acceptance Fee.
e) “Course Start Date” is the start date for the Course or if you have enrolled in a Package of Courses, the start date for the first Course in the Package of Courses, as set out in the Letter of Offer.
f) “Enrolment Acceptance Fee” or “EAF” is the fee payable upon your acceptance of the Letter of Offer to reserve your place at the College. When you start your Course, the EAF will be applied towards the Tuition Fees otherwise it will be applied towards the Cancellation Fee.
g) “Letter of Offer” is the letter offering a place in a Course and which will set out the fees that are payable by you in respect of the Course.
h) “Package of Courses” means multiple Courses.
i) “Pre-paid Fees” has the same meaning as defined in the ESOS Act and Regulations.
j) “Other Fees” means all fees which are set out in the Letter of Offer not being the Application Fee, Enrolment Acceptance Fee and Pre-paid Fees.
k) “Student Course Variation form” or “SCV form” means a written notice in a form prescribed by the College.
l) “Tuition Fee” has the same meaning as defined in the ESOS Act and Regulations.
m) “Your Fault” includes circumstances where:
   a. you do not start the Course on the Course Start Date;
   b. you withdraw from a Course either before or after the Course Start Date
   c. you failed to pay fees;
   d. you breached a condition of your student visa, including where applicable, failure to maintain satisfactory course progress and/or satisfactory attendance or failure to maintain approved welfare and accommodation arrangements; and
   e. any behaviour that results in the cancellation of your enrolment.
n) “Withdrawal Fee” means the fee of $500.