



John Paul College
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JOHN PAUL COLLEGE LTD

Refund Policy for International Students

A. PRIOR TO ADMISSION

1. \$250 of the Application Fee is non-refundable.
2. If the visa application is rejected, the Tuition Fee will be refunded in full plus \$50 of the Application Fee, within four weeks of a written claim.
3. Should cancellation, for any reason, be made within 28 days prior to the commencement of academic study, a fee equal to one term's tuition and administration fee will be retained. Notification of cancellation must be given in writing and the balance of funds will be refunded within four weeks of a written claim.
4. If the College is unable to deliver the course for which the student has enrolled, all prepaid fees will be refunded in full within two weeks. Provider default is covered by the provisions of the *Education Services for Overseas Students (ESOS) Act 2000* and the *ESOS Regulations 2001*. Provider default cannot be covered by a written agreement between the Provider and the student.

B. WITHDRAWAL OF STUDENTS AFTER THE COMMENCEMENT OF STUDY

1. The Parent must give a minimum of one term's notice, *in writing*, to the College.
2. If the Parent fails to give written notice of one term as required, it is College policy that the Parent will be charged for the following/next term's fees. Any balance of funds will be refunded within four weeks of a written claim.
3. Reports, Certificates of Attendance and Graduation Certificates will not be issued until outstanding monies have been paid to the College. This outstanding fee will be recorded on your Letter of Release and will also be reported to DIAC.
4. No refund will be given after the commencement of the course, except in exceptional circumstances and upon written application to the Director, within two weeks of withdrawal, giving a full explanation of the reason for cancelling your course. Any refund of tuition fees approved will be sent to your home country and is not payable in Australia. Refunds will be paid to the person who enters into the contract, unless otherwise stated, and in the same currency as fees were paid unless this is impractical.
5. Only refunded monies held in the student account at the College can be reimbursed.

C. GENERAL CONDITIONS

1. Tuition fees are effective from 1 January of any given academic year and will remain, until such time as they are changed by the Board of Directors.
2. While the Board of Directors aims to set fees on an annual basis, it reserves the right to change these at any time.
3. As specified in the agreement signed with the College, fees are due at the beginning of the academic year they cover and are payable in advance.
4. 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.





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D. CHANGE OF VISA STATUS

(Student becomes a Temporary or Permanent Resident)

1. When a student studying on a student visa subclass 570/571 has a change of visa status, where this change results in a change in fee payments from international rates to local rates, s/he will continue to pay full overseas student fees for the duration of that term in which the new visa was granted. Evidence of the new visa status will be required before any change to fee payment can be agreed.

E. GST

Most of the College's fees and charges are not subject to the Goods and Services Tax (GST). Any GST included in charges is specifically identified on the account when rendered.

