



INTERNATIONAL STUDENTS

REFUND OF COURSE MONIES

- a. Cairnmillar's refund policy applies to all course monies paid to Cairnmillar and includes any course monies paid to an education agent to be remitted to Cairnmillar.
- b. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted on the relevant Request to Defer/Withdraw from Internship form to Head of School.
- c. Cairnmillar will refund within 4 weeks for all course monies paid where the student's application for enrolment is refused by Cairnmillar or the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.
- d. Refunds for student default apply to tuition fees only. 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 of behalf of the student has been made.
- e. If the student does not provide written notice of withdrawal and does not start the course on the agreed starting date, tuition fees, that is, the 10% of Tuition Fees paid prior to commencing the course will not be refunded.
- f. Cairnmillar will refund within 4 weeks of the receipt of written notification of withdrawal by the student's tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed below.
- g. Cairnmillar will refund within 4 weeks of the receipt of written notification of withdrawal by the student of tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed below.
 - If written notice is received up to four weeks prior to commencement of the course, Cairnmillar will be entitled to retain an administration fee.
 - If written notice is received less than four weeks prior to commencement of the course no monies will be refunded.
 - If written notice is received more than six months after the commencement date of the student's course no refund of tuition fees will be made.
- h. No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons;
 - Failure to maintain satisfactory course progress (visa condition 8202)

- Failure to maintain satisfactory attendance (visa condition 8202)
 - Failure to maintain approved welfare and accommodation arrangements (visa condition 8532) [if applicable]
 - Failure to pay course fees
 - Any behaviour identified as resulting in enrolment cancellation in Cairnmillar's Student Handbook Policy and Procedures Manual.
- i. In the unlikely event that Cairnmillar is unable to deliver your course in full, you will be offered a full refund of all course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided.
- j. 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.

This is a simplified version of the full sample refund policy for the purposes of the written agreement with students and has been changed to suit individual Cairnmillar practices.