



Kardinia International College

Overseas Students Refund Policy

The College will provide a refund to an overseas student or intending overseas student if the default is by a student or a registered provider. The ESOS Act requires that all refunds must be made within the period of four weeks after receiving a written (Refund Application Form) claim from the student.

Section 47D (5) of the ESOS Act allows the College to refuse to provide a refund if the overseas student or intending overseas student:

- was refused a student visa; and
- the refusal was due to a following act or omission by the student that directly or indirectly caused the student to default in relation to the course. The acts or omissions are their failure to start the course on the agreed start day, withdrawal from the College course and failure to pay course fees.

Refund Specifications

If a student is withdrawn by the parent:

- After the student's commencement at the College, the parent must give at least one term's notice in writing and request a refund. A refund shall only be given for fees relating to any term's tuition that has not commenced after the expiration of one term's written notice. In addition, a deduction equal to 20 per cent of the whole of the relevant annual fee payable (whether the whole or only part of the relevant annual fee has been paid) will be made to cover administrative costs and charges. Tuition fees are not refundable.
- Prior to the proposed commencement at the College, a deduction equal to 20 per cent of the whole of the relevant annual fee payable (whether the whole or only part of the relevant annual fee has been paid) will be made to cover administration costs and charges.

Refund Process

- Students completed the Refund Application Form obtained from the Deputy Head Senior School
- Form is submitted to the Deputy Head Senior School
- Application for Refund is discussed by Director of Finance and Administration, Director of Admissions and Marketing and the Deputy Head of the Senior School.

If the application is:

- approved, the matter is turned over to the Director of Finance and Administration and the refund is paid to the overseas student or intending overseas student, or the same person that initially made the payment of course fees.
- not approved, the Deputy Head Senior School will communicate the decision and reason in writing to the overseas student or intending overseas student, or the same person that initially made the payment of course fees.

