

Student Refund Policy Agreement Overseas Students

CRICOS Provider Code 02813B

Overseas students must pay the **stated fees**, prior to the issue of a **Confirmation of Enrolment**. These fees comprise the first years tuition and a registration fee. The **Confirmation of Enrolment** is issued for study at AACDS campus only. This refund policy applies to each semester enrolled at AACDS.

A refund will be arranged within four weeks of receiving a written claim* from the student. The written claim for the refund must be received by AACDS within 6 months after the students default. The refund is paid directly to the person who enters into the contract with AACDS in the same currency in which the fees were paid (unless payment in the currency is not practical).

A refund will be arranged in the following circumstances:

Circumstance	Refund Entitlement
Student application for student visa is unsuccessful <ul style="list-style-type: none"> • Before semester/education service commences 	<ul style="list-style-type: none"> • Refund of tuition fees paid minus an administration fee of \$250.00
Student with a student visa withdraws prior to commencement of semester classes: <ul style="list-style-type: none"> • More than 10 weeks before semester/education service commences • More than 4 weeks and up to 10 weeks before semester/ education service commences • 4 weeks or less before semester/education service commences 	<ul style="list-style-type: none"> • Full Refund of the total tuition fees paid minus 10% for administration fees • Refund 70% of tuition fees paid • Refund of 40% of the total tuition fees minus 10% for administration fees
Student withdraws after the commencement of semester classes: <ul style="list-style-type: none"> • During the first four weeks of semester classes at the college • After the end of the fourth week of semester classes at the college 	<ul style="list-style-type: none"> • Refund of 30% of the total tuition fees for the semester minus 10% for administration fees • No refund of tuition fees paid for the semester
Any fees paid for subsequent semesters	<ul style="list-style-type: none"> • Refunded minus an administration fee of \$250.00
If after the commencement of semester classes AACDS is forced to withdraw a student from a course due to student default including serious breach of international student visa conditions or AACDS Policies and Procedures including misbehaviour or the student fails to pay an amount he or she is liable to pay the provider, directly or indirectly, in order to undertake the course.	<ul style="list-style-type: none"> • No refund of current semester fees. Any fees paid for subsequent semesters will be refunded, minus an administration fee of \$250.00
If a provider withdraws offer, fails to provide a program offered or terminates an Education Service before semester/education service commences or after semester education service commences	<ul style="list-style-type: none"> • The provider default provisions of the Commonwealth ESOS ACT 2000 apply (see below for details)

In the following circumstances student refunds are covered by the ESOS Act 2000 and the ESOS Regulations 2001:

- If the course does not commence on the agreed starting date.
- If the course ceases to be provided at any time after it starts, but before it is completed.
- If the course is not provided in full to the student, because of any sanctions imposed upon the registered provider.

In the unlikely event that AACDS is unable to deliver your course in full, you will be offered a refund of all the 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. Alternatively, you may be offered enrolment in an alternative course by AACDS at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

If AACDS is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) OSTAS will place you in a suitable alternative course at no extra cost to you.

Finally, if OSTAS cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager

*The refund policy does not remove the right to take further action under Australia's consumer protection laws. AACDS Grievance and Appeals Policy and Procedures do not circumscribe the student's right to pursue other legal remedies AACDS encourages all prospective students to read through the AACDS **Dispute Resolution** included in the **Policies and Procedures** document.

This document can be found on our website www.aacds.edu.au or from AACDS campus.

Refund Agreement

I fully understand the refund policy of AACDS as stated above and I accept these conditions.

Applicants Name:	Applicants Signature:	Date: