



ST THOMAS MORE COLLEGE REFUND POLICY

A copy of this policy is provided to the student (or parent(s)/legal guardian if the student is under 18) at a reasonable time prior to a written agreement being signed.

1. This Policy outlines refunds applicable to course fees paid to the College including any course fees paid to an education agent to be remitted to the College. E.g. in the case of course fees collected by AIEC.
2. Any service fees a student (or parent(s)/legal guardian if the student is under 18) pays directly to a third party are not within the scope of this refund policy.
3. Payment of Course Fees and Refunds
 - a) Fees are payable according to the College's Fees Policy and invoice issued.
 - b) An itemised list of school fees is provided in the school's written agreement [as per NC Standard 3.1.b], enrolment information pack and in the International Students Handbook.
 - c) All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
 - d) Refunds will be paid to the person who enters into the written agreement unless the College receives written advice from the person who enters the written agreement to pay the refund to someone else.
4. All notification of withdrawal from a course, or application for refunds, must be made in writing and submitted to Mr Peter Elmore, College Principal.
5. Student default because of visa refusal
 - a) If a student produces evidence of visa refusal (or provides permission for the school to verify visa refusal with the Department of Immigration and Border Protection) and fails to start a course on, or withdraws from the course on or before the agreed starting day, the school will refund within four weeks of receiving a written claim from the student the total amount of course fees received by the school before the student's default day,
 - minus the lesser of 5% of the amount of course fees received, or
 - AUD \$500.
 - b) If a student whose visa has been refused withdraws from the course after it has commenced, the school will retain the amount of tuition fees proportionate to the amount of the course the student has undertaken and will refund of any unused tuition fees* received by the school with respect to the student within the period of four weeks after the day of student default.



Note: *Calculation of the refund due in this case is prescribed by a legislative instrument ([s.10 of Education Services for Overseas Students \(Calculation of Refund\) Specification 2014](#)).

1. Student default

For all overseas students, payments are received one Semester in advance only.

- a) Any amount owing under this section will be paid within 4 weeks of receiving a written claim from the student (or parent(s)/legal guardian if the student is under 18).
- b) In all instances, non-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 on behalf of the student has been made.
- c) If the student does not provide written notice of withdrawal, and does not start the course on the agreed starting date, a cancellation fee of \$1,000 will be withheld from the refund of the tuition fees.
- d) Where payment has been received by the school, and the school receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18), the school will:
 - i. Refund the balance of the tuition fees less \$500 if written notice is received four weeks or more prior to commencement of the course.
 - ii. Refund the balance of the tuition fees less \$700 if written notice is received between 1 day and 4 weeks prior to commencement.
 - iii. Not refund any tuition fees after the course has commenced.
- e) No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:
 - i. Failure to maintain satisfactory course progress (visa condition 8202). Please see International Student Handbook
 - ii. Failure to maintain satisfactory attendance (visa condition 8202). Please see International Student Handbook
 - iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532). Please see International Student Handbook
 - iv. Failure to pay course fees.
 - v. Any behaviour identified as resulting in enrolment cancellation in the Student Behaviour Support Plan. Please see International Student Handbook



STMC APPLICATION FOR REFUND

STUDENT DETAILS

Family Name		Given Name	
Preferred		Year Level / Homeroom	

(PLEASE TAKE CARE TO COMPLETE CLEARLY AND CORRECTLY IN ENGLISH TO ALLOW FOR FASTER PROCESSING)

REFUND DETAILS

Amount of Refund Requested (in AUD) (Refer to St Thomas More College Refund Policy)			
Date Fees Paid		For Period (i.e. Semester / Term / Year)	
Reason for Refund (Either supply details here or attach documentation explaining reason why refund is being requested.)			
Refund to be Paid By	Bank Transfer	Cheque	TT
Cheque to be Addressed To Bank Details		Name	
		Address	
		Name of Bank	
		Account Name	
		BSB/Swift Code	
		Account Number	
		Address of Bank	

PARENTAL PERMISSION

I give permission for monies to be refunded to the person indicated above.



St Thomas More College

SUNNYBANK

Live it. Faith Learn it. Learning Love it. Community

* Parent's Signature

Date

OFFICE USE ONLY				
Reason for request meets St Thomas More College Refund Policy.	Yes	No	Details	
Amount Paid			Amount to be Withheld	
Withheld Reasons				
Approved (CLT Member)			Date	