



# REFUND POLICY

## POLICY

Fees for international students entering St. Maroun's College, Dulwich Hill, on Student visas are payable in advance. For all international students, this means that fees are to be paid for the coming year prior to the commencement of the school year. For new students, payment will be made at the time of enrolment for the remainder of the current year. (I.e. before issuing the *Confirmation of Enrolment* form).

As fees are paid in advance, there will be some situations in which refunds may be payable. The St. Maroun's College, Dulwich Hill, policy on refunding of fees is as follows:

	CIRCUMSTANCES	REFUND POLICY
1	A student who has enrolled fails to commence a course.	<ul style="list-style-type: none"> <li>Pre-paid fees, other than the Application Fee, will be refunded.</li> <li>Any refunds of the Overseas Student Health Cover premium made by the health insurer will be passed on to the student.</li> </ul>
2	A student withdraws after commencement in the course.	<ul style="list-style-type: none"> <li>A <i>Request For Fee Refund Form</i> to be submitted</li> <li>A partial refund will apply.</li> <li>The Application fee is non-refundable in this situation.</li> <li>Some other fees may not be refundable and this will be at the discretion of the Principal.</li> <li>For Year 12 students, the HSC charge, if not already paid to BOS, will be refunded.</li> <li>Any refunds of the Overseas Student Health Cover premium made by the health insurer will be passed on to the student.</li> <li>Other items will be refunded on a pro-rata basis calculated to include a 5 week penalty period.</li> </ul>
3	A student withdraws after commencement due to illness or misadventure deemed by the school to be beyond the control of the student.	<ul style="list-style-type: none"> <li>As above but with no penalty period.</li> </ul>
4	Cancellation of enrolment by the school due to student's failure to comply with course requirements.	<ul style="list-style-type: none"> <li>A <i>Request For Fee Refund Form</i> to be submitted</li> <li>A partial refund will apply.</li> <li>The Application fee is non-refundable in this situation.</li> <li>Some other fees may not be refundable and this will be at the discretion of the Principal.</li> <li>For Year 12 students, the HSC charge, if not already paid to BOS, will be refunded. Any refunds of the Overseas Student Health Cover premium made by the health insurer will be passed on to the student.</li> <li>Other items will be refunded on a pro-rata basis calculated to include a 5 week penalty period.</li> </ul>



5	A course does not start on the agreed starting date or the course ceases to be provided at any time after it starts but before it is completed	<ul style="list-style-type: none"> <li>• All pre-paid fees will be refunded</li> </ul>
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In the case of circumstances 1 to 4 a refund will be made within 4 weeks after receiving a written claim from the student's parent/guardian. In the case of circumstance 5 a refund will be made within 2 weeks of the course not starting or being terminated.

The Principal makes decisions concerning the implementation of this refund policy. The decision will be made after consultation with executive members and the International Student Coordinator (ISC). Any appeals against such decisions are to be addressed to the Board Chair.

Note: St. Maroun's College must be informed whenever a student

- Fails to commence the nominated course
- Fails to complete the nominated course
- Has enrolment cancelled due to failure to meet course requirements, including re attendance
- Transfers to a non-Catholic school or interstate
- Completes a course and returns home

### Visa Students

#### Student Visa (OS) and Bridging Visa

These students must pay **FULL FEE**, as they are ineligible for government funding. Refer to the International Student Schedule of Fee document for course cost.

#### Students with Visitor Visas

Because of the study time limitation on Visitor Visas (12 weeks) a separate fee structure will apply. Refer to the International Student Schedule of fee for Visitor Visa for course cost.

#### Students with Eligible Temporary Visas (ETV)/ (Other than Bridging, Visitor or Student Visas)

There is a small number of Visas with sub-classes that are eligible for government funding and qualify for normal enrolment. They **DO NOT** attract New Arrivals or CIEC funding. The total number of Temporary Visas is large and only a few qualify in this way. It is therefore necessary that all Visas be checked with the Professional Officer, Financial Services.