



CRICOS Provider Code: 02277K

**The Presbyterian Church in NSW  
Trading as The Scots School**

## **The Scots School Refund Policy**

- 1) This refund policy applies to all course monies paid to the school.
- 2) Fees for services paid to education agents by students (or parent(s)/legal guardian if the student is under 18) are not covered by this refund policy.
- 3) The application fee is non-refundable.
- 4) Payment of Course Fees and Refunds
  - a. All fees must be paid in Australian dollars.
  - b. If the student changes visa status (e.g. becomes a temporary or permanent resident) he/she will continue to pay full overseas student's fees for the duration of that calendar year.
  - c. Refunds will be reimbursed in Australian dollars and the payment sent to the applicant's home country unless otherwise requested in writing.
  - d. Refunds will be paid to the student or the person specified in the written agreement.
- 5) All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Headmaster.
- 6) Unsuccessful Enrolment/Visa Rejection
  - a. The school will refund within 28 days all course monies paid where the student's application for enrolment is refused by the school.
  - b. The school will refund within 28 days all course monies paid where the student produces evidence that the application made by the student for a student visa has been rejected by the Australian immigration authorities.
- 7) Student Default
  - a. Refunds for student default apply to tuition fees only. Course monies (excluding 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

- b. The school will refund within 28 days of the receipt of written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18) tuition fees paid by or on behalf of the student less the amounts to be retained as agreed and detailed below.
    - i. If written notice is received up to 4 weeks prior to commencement of the course, the school will be entitled to retain an administration fee.
    - ii. 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.
  - c. 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)
    - ii. Failure to maintain satisfactory attendance (visa condition 8202)
    - iii. Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
    - iv. Failure to pay course fees
    - v. Any behaviour identified as resulting in enrolment cancellation in The Scots School's Behaviour Policy/Code of Conduct.
- 8) School Default
- a. If for any reason the school is unable to offer a course, a full refund of fees paid will be made within 14 days of notification of course cancellation.
  - b. If for any reason the school is unable to continue offering a course after commencement, a full refund of fees paid, including for the portion of the course already taught will be made within 14 days of notification of course cancellation.
- 9) 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.
- 10) Definitions
- a. *Course money* – includes tuition fees, any amount received by the school for Overseas Student Health Cover (OSHC) and any other amount the student has to pay in order to undertake the course.

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