

TITLE: STUDENT ENROLMENT, FEES AND CHARGES

DOC ID: NMIT/IR/12/E2

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EDITION: 2

APPROVED FOR USE: Brian MacDonald

DATE: 26 October 2009

PART E – SCHEDULE 2

RULES FOR REFUND OF FEES AND CHARGES FOR OVERSEAS STUDENTS

1. Overview

- (a) The AU\$200 administration fee is non-refundable and non-transferable in the case of a student withdrawing an application after being accepted.
- (b) If, after the full payment of fees, a student withdraws an application, the following will apply:
 - (i) If written notice is received by the Institute more than 28 days before the commencing of the course a cancellation fee of 25% will be deducted from the fees received.
 - (ii) If written notice is received by the Institute up to 28 days but more than 14 days prior to the course commencing a cancellation fee of 35% will be deducted from fees received.
 - (iii) If a student withdraws within 14 days of the course commencing, no refund will be made.
 - (iv) Where a student has been denied a visa to study in Australia a full refund less the administration fee will be made on proof that a visa has been denied.
 - (v) All refunds are made in Australian dollars or the foreign currency equivalent at the time and will be net of any handling fee charged by local representatives used by the student.
 - (vi) In the case of a student returning home any refund will only be made after the student ID card is returned and Immigration notified.

2. Transfer to Another Educational Institution

- (a) Under Student Visa Regulations (Condition 8206) it is not possible to transfer to another education institution for the duration of any preliminary course and/or six (6) months of the principal course, without permission from Northern Melbourne Institute of TAFE.
- (b) Requests for transfer must be made to the International Office in writing and be accompanied by a letter of acceptance from the receiving institution.
- (c) If approved, any monies transferred will be in accordance with the Institute's Refund Policy

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3. Transfer to Another Course at Northern Melbourne Institute of TAFE

- (a) All applications to transfer to another course at Northern Melbourne Institute of TAFE should be made on the 'Request for Internal Transfer' form available at the International Office.
- (b) Transfers will be subject to availability of places in the desired course.
- (c) Where a transfer is granted students must pay an administration fee of AU\$200 plus any additional tuition fees applicable to the new course before starting the new course.