

Please find printed below an extract from our International Course Marketing material where the course fees, other charges and refund policy are detailed to the prospective student.

<b>Fee and Refund Policy</b>	<p><b>Refund Policy</b></p> <p>Our Refund and Cancellation policy is fully explained in our International Student Handbook, any reference here needs to be read in conjunction with the handbook.</p> <p><b>Prior to course commencement:</b></p> <p>If the student provide greater than 14 days notice of their cancelation of their enrolment, then all fees paid, except the Application fee will be refunded.</p> <p>If the student provides less than 14 days notice then the full commencement payment, including the enrolment fee, the materials fee and the course fee is forfeit.</p> <p><b>Once the course commences:</b></p> <p>The subsequent term fees are due before the end of the term. If a student commences the new term and does not continue, then that payment is forfeit. If the student departs the course before the next course fee is due, then the student does not need to pay for the next term.</p> <p>If, ASMI College fails to deliver the course, please see the International Student handbook for details, then in general the student is entitled to be transferred to another college offering the same course. This is part of the Tuition Assurance Service (TPS), managed by the Australian Government. Further, please see the International Student Handbook, the student may be eligible for a refund.</p>
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<b>Enrolment Material and Tuition Fee</b>	<p>AUD \$250.00 Non-refundable Application/Enrolment Fee Due on application</p> <p>AUD \$400.00 Materials fee Due on Application</p> <p>AUD \$6,600.00 Course fee paid in 4 x \$1,650 instalments due before the start of each term</p> <p><b>Total Fees Required: \$7,250.00</b></p>	Compulsory									
<b>Tuition Fee Payment Instalment</b>	<p>Prior to Enrolment: \$250.00 application fee</p> <p>Prior to commencement of First Training session \$2,050.00</p> <p>Prior to commencement of Second, third and fourth term classes, \$1,650.00</p> <p>Students are able to pay fees in excess of the above requirement if desired, students wishing to do so should contact our administration office to arrange payment.</p>										
<b>Other Fees</b>	<b>Item</b>	<b>Amount</b>									
	Reassessment fee after two unsuccessful attempts	\$75.00									
	Photocopying/printing fee	\$0.10 per Black and white page \$0.20 per colour page									
	Re-print of qualification	AUD \$55.00 per certificate									
	Late Payment of tuition fee (later than 7 days after due date)	\$150.00 per instance									
	Late submission of assessment fee	\$75.00									
<b>Protection of fees paid in advance</b>	<p>Student fees paid in advance are protected through the Australian Federal Government Tuition Protection Service. Please see <a href="https://tps.gov.au/StaticContent/Get/StudentInformation">https://tps.gov.au/StaticContent/Get/StudentInformation</a> for additional information on this service.</p>										
<b>Overseas Student Health Cover</b>	<p>As an International Student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the entire duration of your stay in Australia. OSHC gives you access to out of hospital and in hospital medical services to help you maintain your health. (Fees may be subject to change). Medibank Private is one such provider, their fees are listed.</p> <p>Do you need ASMI College Australia to arrange this for you? Additional information can be found at <a href="https://www.medibank.com.au/overseas-health-insurance/oshc/">https://www.medibank.com.au/overseas-health-insurance/oshc/</a></p>	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="width: 20%;">Period</th> <th style="width: 30%;">Single Person</th> <th style="width: 50%;">Student and Family</th> </tr> </thead> <tbody> <tr> <td>Per month</td> <td>AUD\$45.30</td> <td>AUD\$380.45</td> </tr> <tr> <td>12 months</td> <td>AUD\$543.60</td> <td>AUD\$4,565.00</td> </tr> </tbody> </table>	Period	Single Person	Student and Family	Per month	AUD\$45.30	AUD\$380.45	12 months	AUD\$543.60	AUD\$4,565.00
Period	Single Person	Student and Family									
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	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
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Further, please find attached the Cancellation and Refund Policy from the International Student Handbook.

## 4.8 Cancellation & Refund Policy

### Refund Policy

All refunds are subject to the guidelines outlined in ASMI College Australia's Student Refund Policy below.

Students are strongly advised to consult the Refund Policy before:

- withdrawing from a subject
- withdrawing from a Programme

Please note: ASMI College Australia reserves the right to change its fees, conditions, Course times or Course commencement dates.

### Refund Policy - Student Default

Student default relates to an overseas student or an intending overseas student if:

1. The Course starts on the agreed start date but:
  - a. the student does not start on the agreed start date and has not previously withdrawn from the Course, or advised of visa cancellations in writing within 14 days prior to the Course start date or the student cancels or withdraws from the Course either before or after the agreed starting date; zero% refund applies;
  - b. 100% refund applies, except the Course Application fee, if the student cancels 14+ days before the Course starts and 0% refund applies if the student cancels within 14 days before the Course starts.

The agreed starting date is the date the Course was scheduled to start or a later date agreed between the College and the student.

100% refund applies, but not including the Course Application fee, if the student visa was refused by Department of Home Affairs.

2. The College will make a refund in Australian Dollars only and within 4 weeks of receiving a written claim by the student in accordance with the Terms and Conditions as outlined on the Application form – this forms the written agreement with the registering student.

3. All refund considerations will be strictly limited to the total of monies which the College has actually received. The refund calculation will **not** include:

- Course Application fee,
- OSHC,
- expenses for travel;

- bank charges;
  - accommodation and
  - other domestic services that cannot be offset by providing the services to someone else; ie:
    - equipment and
    - other materials needed for the Course;
    - Proportion of Course money received for the proportion of the Course provided to the student before the default date;
    - agents' commission paid either directly by the student or through the College on behalf of the student whether the commission was paid before or after monies were received by the College.
4. The College will make the refund available to either the student or the student's representative as identified in the application form as per the ESOS Act Regulation 3.19.
5. Course and other fees are not transferable to another student or institution.
6. Personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student.
7. All applications for refund must be made by the student in writing using the ASMI College Australia refund application form, and submitted to the General Manager for review.
8. If a student's transfer to another provider is approved, he or she is subject to the normal refund policy conditions.

### **Refund Policy - Provider Default**

Refunds in situations of Provider Default, ASMI College Australia, being unable to deliver the course are covered by the provisions of the ESOS Act 2000 and ESOS Regulations 2001 and the ESOS Amendment (Re-registration of Providers and Other Measures) Act 2010.

If the College does not offer a Course on the advertised start date, terminates a Course after the Course start date or before the Course completion date or does not provide a Course as advertised due to sanctions by any authority or does not provide a Course in full,

The College will pay a full refund which equals the total of the Course money the College received in respect of the student before the default day, plus the application fee or arrange for placement with an alternative provider. Such refunds will be made within 2 weeks following the default date.

As a member of the Federal Governments Tuition Protection Service, if the College is unable to fulfil its obligation to complete a Course, the student will be offered a no cost enrolment in another College.

Note: Students not satisfied with the calculated refund may use the ASMI College Australia Complaints and Appeals procedure and ask for an independent third party to review the calculations.

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.

In summary, the following guidelines should be noted:

All refunds for international students are required to be paid to an overseas bank account, and students will receive a total refund if:

- the offer of a place is withdrawn by the College
- the course or programme is withdrawn by the College
- the student's initial visa is not granted

A student, who for any reason withdraws after the commencement of the Programme, is not eligible for a refund of fees paid