



SECTION **OVERSEAS STUDENTS** (CRICOS Code 00909K)

ITEM: **OVERSEAS STUDENTS REFUND POLICY**

ITEM No: **OSS-009**

ISSUED: **NEW 20/03/2015**

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RESPONSIBILITY: **CLT and CRICOS Coordinator**

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NEXT REVIEW:	2017	2020	2021	2021	2027
REVISED:	February 2025	November 2025 <i>*Homestay discontinued.</i>			
NEXT REVIEW:	2028	2028			

## 1. PURPOSE

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.

## 2. SCOPE

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 as well as comprising part of a student's written agreement.

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.

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. SOURCES

- *ESOS Act 2000 s19, s21s27, s47B, 47D, s47E, s47H;*
- *Education Services for Overseas Students Regulation 2019*

## 4. DEFINITIONS

- *Non-tuition fees* – fees not directly related to provision of the student's course, including OSHC, Queensland Curriculum and Assessment Authority, Uniforms, English Support, Bond and Stationery costs.
- *Tuition fees* – fees directly related to the provision of the student's course, including tuition fees and Building Fund.
- *Course fees* – the sum of tuition fees and non-tuition fees received by the College in respect of the student in order for the student to undertake the course.

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- *Study Period* - A study period is one semester. There are two semesters to each school year, each semester is made up of two terms.

## 5. POLICY

### 5.1. Basic Conditions

- a) The enrolment application fee is non-refundable.
- b) The Bond is refundable upon the student leaving the school with the correct notice, and also in the event of a visa refusal. (Please refer to the provisions for visa refusal in the refund policy.)
- c) Payment of Course Fees and Refunds:
  - Fees are payable according to Brisbane Christian College's Fees Policy detailed in the College's *Conditions of Enrolment*.
  - An itemised list of College fees is provided in the College's Written Agreement
  - All fees must be paid in Australian dollars unless requested otherwise. Refunds will be reimbursed in the same currency as fees were received.
  - 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.
- d) All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the International Enrolments Officer or College Registrar.

### 5.2. Student Default because of Visa Refusal

- a) If a student produces evidence of visa refusal (or provides permission for the College to verify visa refusal with the Department of Home Affairs (Immigration)) and fails to start a course on, or withdraws from the course on or before the agreed starting day, the College will refund within four weeks of receiving a written claim from the student the total amount of course fees received by the College before the student's default day.
- b) If a student whose visa has been refused withdraws from the course after it has commenced, the College 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 College with respect to the student within the period of four weeks after the day of student default.

*\*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).*

### 5.3. Student Default

- 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) 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, one term's tuition fees will be retained from the tuition fees received by the College and the remainder will be refunded.
- d) If tuition fees for up to two terms have been received in advance by the College and the College receives written notification of withdrawal by the student (or parent(s)/legal guardian if the student is under 18), the College will:
- Retain the Enrolment Application Fee of \$150.00 plus the Enrolment Bond of \$500.00 and refund the balance of the tuition fees if written notice is received one term prior to commencement of the course.
  - If written notice is received less than one term prior to commencement of the course, one term's fees will be withheld.
- e) If tuition fees have been received for more than two terms refund provisions under (d) will apply for the first study period and any balance of unused tuition fees after this will be refunded.
- f) No refund of tuition fees will be made where a student's enrolment is cancelled for any of the following reasons:
- Failure to maintain satisfactory course progress (visa condition 8202). Please see *OSS-014 Course Progress and Attendance Policy*;
  - Failure to maintain satisfactory attendance (visa condition 8202). Please see *OSS-014 Course Progress and Attendance Policy*;
  - Failure to pay course fees;
  - Any behaviour identified as resulting in enrolment cancellation in ST-002 Character Development Policy.
- g) If Brisbane Christian College cancels a student's enrolment for failure to maintain agreed conditions as outlined in the student's written agreement, including failure to disclose required information at the point of application or a pre-existing condition requiring a high degree of specialised support or care, any refund of tuition fees will be at the discretion of the College.

#### **5.4. Short-term Students:**

- a) If a Short-term student withdraws and does not start the course on the agreed starting date, 25% of the tuition fees will be retained from the tuition fees received by the College.
- b) If a Short-term student has already started at the College and then withdraws, there will be no refund of tuition fees received by the College.

## 5.5. Provider Default<sup>1</sup>

- a) If for any reason the College is unable to offer a course on an agreed starting day for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the College, a full refund of any unused tuition fees\* received by the College with respect to the student will be made within 14 days of the agreed course starting day.
- b) If for any reason the College is unable to continue offering a course after the student commences a course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by the College, a full refund of any unused tuition fees\* received by the College with respect to the student will be made within 14 days of the College's default day.
- c) In the event that the College is unable to fulfil its obligations of providing an agreeable alternative course for the student, or a refund, the student will receive assistance from the Australian Government's Tuition Protection Service. For information on the TPS, please see: <https://tps.gov.au/StaticContent/Get/StudentInformation>.
- d) Where the student has enrolled in a course of study with one of the College's third-party VET providers and such a provider goes into default.
  - i. From a *financial* perspective, because the VET component falls under the school's CRICOS registration, the student's tuition fees for the course (including the VET components) are protected by virtue of the school's CRICOS registration.
  - ii. From a *course delivery* perspective, if the RTO the school has partnered with closes or is otherwise unable to deliver the VET component, the school must ensure that the student is still able to complete the secondary school course for which their visa has been issued. This could mean engaging an alternative VET provider to deliver the VET components or if this is not possible, offering alternative secondary school subjects which meet the requirements for completing the school qualification.

\*Calculation of the refund due in this case is prescribed by a legislative instrument (s.7 of Education Services for Overseas Students (Calculation of Refund) Specification 2014). <http://www.comlaw.gov.au/Details/F2014L00907>.

This written agreement, and the right to make complaints and seek appeals of decisions and actions under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

**N.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 year.**

## 6. OTHER DOCUMENTS

- OSS-001 Overseas Students Entry Requirements and Enrolments Policy
- OSS-008 Overseas Students Deferment, Suspension and Cancellation of Enrolment Policy
- OSS-011 Overseas Students Complaints and Appeals Policy
- OSS-014 Overseas Students Progress, Attendance and Course Duration Policy
- ST-002 Character Development Policy
- ST-003 Inclusive Education Culturally and Linguistically Diverse (CALD) Students
- G-002 Anti-Discrimination  
CRICOS International Students Handbook

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<sup>1</sup> Any default by the College must be compliant with the current provisions of the ESOS Act 2000 and the ESOS Regulation 2019.  
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