

## International Student Refund Schedule

This schedule supports and summarises information in the [International Student Fee Refund Procedure](#). If there is any inconsistency between these documents, the procedure overrules the information contained in this schedule.

Students are advised to read the [International Student Fee Refund Procedure](#) for detailed information about refunds of tuition fees.

### Refund Schedule A: Commencing Students

This table applies to international students whose enrolment was terminated before they completed their first teaching period of study in the relevant course.

REFUND REASON / SITUATION	TIMING of incident that led to the termination of the student's enrolment:			
	At least 4 weeks before the course start date	Less than 4 weeks before the course start date	Between the course start date and the census date of the first teaching period	After census date in the first teaching period
Reason the student is requesting a refund of tuition fees paid for the first teaching period of their course				
Student submits request to withdraw from their course (without transferring to another provider)	Refund of tuition fees paid minus 10% admin fee <sup>^</sup> (max \$1000)	Refund of tuition fees paid minus 25% admin fee <sup>^</sup> (max \$2500)	Refund of tuition fees paid minus 50% admin fee <sup>^</sup>	No refund of tuition fees for the first teaching period (but any fees paid for future teaching periods can be refunded)
Student applies for a release to transfer providers, which is approved by the University	Refund of tuition fees paid minus 50% admin fee <sup>^</sup>	Refund of tuition fees paid minus 50% admin fee <sup>^</sup>	Refund of tuition fees paid minus 50% admin fee <sup>^</sup>	No refund of tuition fees for the first teaching period (but any fees paid for future teaching periods can be refunded)
Student withdraws from course before census date then provides evidence of <a href="#">special circumstances</a> which are approved by the University	Full refund of tuition fees paid for the first and future teaching periods	Full refund of tuition fees paid for the first and future teaching periods	Full refund of tuition fees paid for the first and future teaching periods	N/A
Visa Refusal and/or Conditions in Letter of Offer could not be met	Refund of tuition fees paid minus 5% admin fee <sup>^</sup> (max \$500)	Refund of tuition fees paid minus 5% admin fee <sup>^</sup> (max \$500)	Refund of tuition fees paid minus 5% admin fee <sup>^</sup> (max \$500)	N/A
Incorrect, incomplete or fraudulent information provided by student in their admission or visa application	No refund of tuition fees for the first teaching period (but any fees paid for future teaching periods may be refunded)	No refund of tuition fees for the first teaching period (but any fees paid for future teaching periods may be refunded)	No refund of tuition fees for the first teaching period (but any fees paid for future teaching periods may be refunded)	No refund of tuition fees for the first teaching period (but any fees paid for future teaching periods may be refunded)
Student misconduct and/or Cancellation for breach of University rules and conditions, including: non-payment of fees, visa cancellation, or transfer without approved release	No refund of tuition fees for the first teaching period (but any fees paid for future teaching periods may be refunded)	No refund of tuition fees for the first teaching period (but any fees paid for future teaching periods may be refunded)	No refund of tuition fees for the first teaching period (but any fees paid for future teaching periods may be refunded)	No refund of tuition fees for the first teaching period (but any fees paid for future teaching periods may be refunded)
University is unable to deliver this course to the student. (See <a href="#">Tuition Protection Service</a> )	Full refund of tuition fees paid for the first and any future teaching periods	Full refund of tuition fees paid for the first and any future teaching periods	Full refund of tuition fees paid for the first and any future teaching periods	N/A

<sup>^</sup> Administration fees are calculated as a percentage of the tuition fees charged for full-time enrolment in the teaching period in which the student terminated their course.

The above full and partial refunds apply to the tuition fees paid to the University for the first and any future teaching periods of the student's course, and do not include any previous teaching periods. Please see the [International Student Fee Refund Procedure](#) for detailed information about the conditions and requirements that apply to the above scheduled refunds.

See the [Enrolment and Fees Procedure](#) for information about applying for refunds relating to a termination of enrolment after census date had passed in the relevant teaching period.

## Refund Schedule B: Continuing Students

This table applies to international students whose enrolment was terminated after they completed at least one teaching period of study in the relevant course.

REFUND REASON / SITUATION	TIMING of incident that led to the termination of the student's enrolment:		
	Before the start of the current/upcoming teaching period	Between the start and census date in the current teaching period	After census date and before the end of the current teaching period
Reason the student is requesting a refund of tuition fees paid for the current/upcoming teaching period			
Student submits request to withdraw from their course	Full refund of tuition fees paid for the current/upcoming teaching period and for any future teaching periods	Refund of tuition fees paid for the current and any future teaching periods minus a 50% admin fee <sup>^</sup>	No refund of tuition fees for the current teaching period (but any fees paid for future teaching periods can be refunded)
Student withdraws from course before census date then provides evidence of <a href="#">special circumstances</a> which are approved by the University	Full refund of tuition fees paid for the current/upcoming teaching period and for any future teaching periods	Full refund of tuition fees paid for the current and any future teaching periods	N/A
Student withdraws from a subject before census date (without adding another in its place)	Any fees paid for that subject will be credited toward future subject enrolments	Any fees paid for that subject will be credited toward future subject enrolments	N/A
Cancellation for breach of University rules and conditions, including: non-payment of fees, failure to re-enrol, or unsatisfactory academic progress	N/A	N/A	No refund of tuition fees for the current teaching period (but any fees paid for future teaching periods may be refunded)
Student misconduct and/or Cancellation of visa by Commonwealth Government	No refund of tuition fees for the current teaching period (but any fees paid for future teaching periods may be refunded)	No refund of tuition fees for the current teaching period (but any fees paid for future teaching periods may be refunded)	No refund of tuition fees for the current teaching period (but any fees paid for future teaching periods may be refunded)
University is no longer able to deliver this course to the student. (See <a href="#">Tuition Protection Service</a> )	Full refund of tuition fees paid for the current/upcoming teaching period and for any future teaching periods	Full refund of tuition fees paid for the current and any future teaching periods	N/A

<sup>^</sup> Administration fees are calculated as a percentage of the tuition fees charged for full-time enrolment in the teaching period in which the student terminated their course.

The above full and partial refunds apply to the tuition fees paid to the University for the first and any future teaching periods of the student's course, and do not include any previous teaching periods. Please see the [International Student Fee Refund Procedure](#) for detailed information about the conditions and requirements that apply to the above scheduled refunds.

See the [Enrolment and Fees Procedure](#) for information about applying for refunds relating to a termination of enrolment after census date had passed in the relevant teaching period.



**Document history**

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Approval date	Approved by	Nature of Amendment

