



AUSTRALASIA
INTERNATIONAL SCHOOL

EST: 1973
RTO CODE: 6251 CRICOS: 02747G

REFUND POLICY

For a refund of upfront fee payment and any refund request will be reviewed in accordance with this refund policy. The purpose of this policy is to provide guidelines for refunds for Domestic students currently enrolled at the Australasia International School. The policies and procedures which govern the refund of fees are different for each payment type.

Fees are made up of:

Application Fee (Non-Refundable) \$200.00
Course tuition Fee (As nominated on course Brochure)
Kit Fee (Non-Refundable) (As per discipline)

A 10% deposit is required once application has been successful, this will confirm a position in the course. Once you have paid the deposit it is understood that you have seriously considered all aspects of your chosen career path and have made the commitment to complete your course.

In the event that you want to cancel your course more than 28 days' prior to the course commencement, all prepaid tuition fees are fully refunded excluding the \$200.00 application fee.

In the event that you want to cancel your enrolment 28 days or less prior to the course commencement, no paid fees are refunded.

No refunds will be made after the course commences unless the AISchool defaults in the delivery of the course enrolled. In the event that the course cannot be delivered you may either be entitled to a refund of the portion of the course content not delivered or be placed in a suitable alternative course.

Refunds will be paid within 14 working days after the AISchool receives the written request. All refunds will be paid to the person named on the enrolment form unless the AISchool is advised in writing by the person named on the enrolment form to pay the refund to someone else. Students under the age of 18 years, refunds will be paid to the parent or guardian named on the enrolment form. Refunds will be paid in Australian Dollars (AUD\$) and a written statement detailing how any refund has been calculated will be provided. Requests for refund based on extenuating circumstances will be considered on case by case basis. If an enrolment is cancelled by the AISchool for breaching the Student Behavior Code (Code of Conduct) no refund of the fees will be given.

Application for a refund is in writing to:

Administration Officer
info@aischool.com.au

An outcome and decision will be provided to the applicant in writing within 14 working days from receiving the refund request. If a refund is granted, payment will be made by electronic transfer into the applicants nominated bank account.

Australasia International School

Sydney Campus: Level 14, 233 Castlereagh Street, Sydney, NSW 2000 | Perth Campus: 2/5 Norfolk Street, Fremantle, WA 6160

Telephone: +61 2 8278 7232 | Email: info@aischool.com.au | Web: www.aischool.com.au

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If the student refund is not approved then the student will have the option of lodging a formal appeal against the decision in accordance with the policy and procedure Complaints, Grievances and appeals within 28 days after receiving the notification on non-approval of refund

The outcomes are communicated in writing to the Australasia International School accounts department where it is entered in the students account file

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