



FEES REFUND CONDITIONS POLICY FOR INTERNATIONAL STUDENTS

No 614

Rationale

It is a requirement of the Code of Practice for the Pastoral Care of International Students (2021) for signatories to have a policy covering fees protection and refund conditions.

Purpose

To ensure that funds from international students are secure should the school cease to become a signatory if the student is required to transfer to another institution.

To have a fair and transparent system for refunding fees should a student withdraw from their course before its completion.

Guidelines

Fees Protection

1. Students must take out insurance to cover for fee protection such as that available from Unicare.
2. The school will provide details on suitable insurance cover with the letter of acceptance.
3. Agents who work on behalf of the school will be well-informed on these insurance requirements.
4. The Board guarantees to hold sufficient funds in reserve to enable refunds of students' fees in the unlikely event that their course of study has to be cancelled.

Refund of Tuition Fees

1. Students must apply in writing to the Board if they have withdrawn from their course and wish to receive a refund.
2. Details of how refunds are calculated are in the International Students Prospectus.

Ratified by Board: 7 August 2023

Next Review: August 2024
