

MERCY COLLEGE, KOONDOOLA
REFUND POLICY FOR OVERSEAS STUDENTS - 2009

1. The Registration and Administration Fee of \$AU 200 is not refundable.
2. Registration and Administration Fee of \$AU 200, and First Semester Fees are payable before the Confirmation of Enrolment Form may be issued. If the student withdraws up to one month before the commencement of the First Semester of tuition, then the Registration and Administration Fee of \$AU 200 will be forfeited, and any semester tuition fees will be refunded.
3. If the student withdraws less than a month before the commencement of First Term but not later than one week into term then the Registration and Administration Fee will be forfeited. In addition a \$AU 400 penalty fee will be deducted from First Semester fees. The balance of the semester fees will be refunded.
4. If the student withdraws after the first week of term then a term's fees or half of the semester fees will be forfeited and the balance refunded.
5. Should the student withdraw at the end of First or Third Term, half of the remaining term's fees or one quarter of the semester fees will be refunded.
6. In the event of exceptional circumstances, when the school may withdraw an offer either before or after commencement of studies, or if a student is required to leave Mercy College due to a breach of International Student Visa conditions or a serious breach of the College rules, then the above refund policy clauses will apply.
7. Where a student withdraws at any time for unusual circumstances, such as a death in the family or illness, then special consideration will be given to such a student.

IF THE STUDENT IS UNSUCCESSFUL IN OBTAINING A VISA, ALL PAYMENTS ARE REFUNDABLE EXCEPT FOR THE INITIAL REGISTRATION AND ADMINISTRATION FEE.

This agreement does not remove the right to take further action under Australia's consumer protection laws.

I confirm that I have read and understand this document. I confirm that the terms and conditions of enrolment have been explained to me and that copies of relevant documents will be available to me in my own language on request.

Any refundable money shall be made payable to: _____

Signature: _____ Date: _____
[Parent]

Signature: _____ Date: _____
[Student/Guardian]

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