

Trinity College Pathways School Refund Policy

PolicyType: DivisionaPolicy
PolicyNumber: TCDP03
DateApproved: 6 June 2023
PreviousPolicy: TrinityCollegePathwaySchoolRefundPolicy
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1 OBJECTIVES

- 1.1 The purpose of this policy and procedure is to define the circumstances in which students may be eligible for fee refunds. This policy is consistent with the Education Services for Overseas Students Act 2000 ('ESOS Act').

2 SCOPE

- 2.1 This Policy applies to all prospective, commencing and continuing students in the Trinity College Pathways School Foundation Studies and Trinity College Academic English Program. The Short Courses and Pathfinder departments have a separate refund policy.
- 2.2 This policy, and the right to make complaints and seek appeals 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.

3 POLICY

- 3.1 International students are entitled under Australian government legislation to receive tuition refunds under certain circumstances.
- 3.2 Refund calculations are specified under sections 46D(7) and 47E(4) Education Services for Overseas Students Act 2000 (ESOS Act') as a result of the Education Services for Overseas Students Act 2000.

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3.21 If applying for both TCAEP and TCFS, a 100% refund of the TCFS portion will apply if the student does not meet the TCAEP English language hurdle to enter the TCFS intake.

3.22 Where special circumstances apply such as significant health problems, or other special circumstances, the student may be eligible for a refund of the TCFS portion of the fee. The student must provide evidence of the special circumstances to the relevant staff member.

4 REFUND CALCULATIONS AND DATES

4.1 Refund Calculations

Reason for refund	Notification Period	Cancellation Penalty	Refund Payable
Overpayment of Tuition Fees		NA	100% of overpaid fees
Commencing student Withdrawal	30 Days or more prior to course commencement	20% of the relevant study period	80% of the relevant study period
	Census Day - 29 days prior to course commencement	50% of the relevant study period	50% of the relevant study period
	Failure to give written notice of withdrawal / Failure to commence without Notice	100% of the relevant study period	0
	After Census Day (no 'special circumstances')	100%	0
	Visa rejection (evidence required)	0	100%
Failure to Meet Conditions of an offer / refuses alternative offer from Trinity Failure to Meet Conditions		20%	80%

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5 PAYMENT OF REFUNDS

5.1 Refunds will be credited to the account or credit card from which they were paid.

6 PROCEDURAL NOTES

6.1 Any commencing student who wishes to withdraw should notify Trinity College Pathways School in writing of their intention to withdraw.

6.2 Registrar - 0.d-3.4 (t)4-4.3 (h)0 bi 9.13 (y)-7.5 -0.d-3.4 (t)2 [(w)-63d9-[(w)-6.4 (i9(y)-3Tw)5.84 v

