

## **Conditions of Enrolment**

- A 30% deposit is required upon enrolment
- Tuition fees can be paid in instalments
- Payments can be made in Australian dollars only
- Applicants must meet minimum English and education requirements
- For overseas student applications, the confirmation of enrolment (eCoE) will be electronically sent to the Department of Immigration and Citizenship (DIAC), and you will receive a copy for your records
- Where an application is unsuccessful, all fees paid (less administration fee) will be refunded to the applicant upon receipt of documentary evidence

## **Cancellation & Refund Policy**

### **Refunds paid if AAMS defaults:**

- All fees paid by the student including any administration fees will be refunded within two (2) weeks after the default day
- AAMS, as a member of the ACPET OSTAS, if unable to fulfill its obligations to complete a course, the student will be offered a no cost enrolment (i.e. no administration/enrolment fee) into another ACPET OSTAS member college
- Students will be provided with a statement explaining how the refund amount has been worked out

### **Refunds paid if the Student defaults:**

- If the student's application for Australian student visa is rejected, any course fees paid (less administration fee) will be refunded, provided that original documentary evidence is supplied within two (2) weeks of visa rejection
- The student is unable to commence or continue to study due to death or serious illness any course fees paid (less administration fee) will be refunded within two (2) weeks of notice
- If the student withdraws from the course and notifies AAMS in writing four (4) weeks or more prior to the course commencement date, any course fees paid (less the non-refundable deposit and administration fee) will be refunded within two (2) weeks of receipt of notice
- If the student withdraws from the course and notifies AAMS in writing less than four (4) but more than one (1) week before prior to the course commencement date, the student will receive a refund of 75% fees paid (less the non-refundable deposit and administration fee) within four (4) weeks
- If the student withdraws from the course and notifies AAMS in writing less than one (1) week before prior to the course commencement date, the student will receive a refund of 50% fees paid (less the non-refundable deposit and administration fee) within four (4) weeks
- If a student withdraws from the course for whatever reason after the second teaching week in the term the student will not be eligible for a refund of any of the course fee.

## **Transfer Policy**

- Overseas students cannot transfer to another course at another institution within the first twelve months of commencement of a course

- Students are not permitted to transfer course fees to another student

### **Academy Rules**

- Students shall be bound by the rules of the Academy. Failure to comply with the rules may result in the student being expelled or suspended from the Academy as determined by the Principal
- Where a student is expelled or suspended from the Academy no refund will be made. Refer to the Academy's Policies and Procedures
- Students must notify the Academy immediately in writing of any change of address or any other information given on this form

**This agreement does not remove the right to take further action under Australia's consumer protection laws. The student is able also to pursue other legal remedies that are appropriate.**