

Refund Policy and Enrolment Conditions for Overseas Students

Fees

- Provision has been made to safeguard payments made in advance as follows:
 - a) All course fees paid before the course commences will be deposited into the Sydney Institute of Business and Technology Student Fees Account
 - b) Where applicable, the Overseas Student Health Cover (OSHC) will be withdrawn from the Student Fees Account and paid to the health insurance provider before the student arrives
 - c) When the student arrives the Institute will withdraw funds from the Student Fees Account in accordance with statutory requirements.
- All fees and charges will be payable in advance as determined by the Institute from time to time. Students will not be permitted to commence or continue their course at the beginning of any semester until all outstanding fees or charges are paid
- Fees are correct as at October 2007. The Institute reserves the right to vary its fees at any time
- Where a student is permitted to study less than a full semester load (4 units) the student will pay the current per unit fee for each unit undertaken.

Other conditions

- The student is required to attend all classes and undertake all tests and examinations during a course and abide by all rules and regulations of the Institute that are in force at any time
- The Institute may by written notice vary such conditions of enrolment as may be necessary to comply with any law, regulation or amendment thereof, of the Commonwealth of Australia or the State of New South Wales
- The Contract between the Applicant and the Institute is governed by the laws of the Commonwealth of Australia and the State of New South Wales
- In the event of circumstances requiring urgent medical care where it is not possible to contact the parent/guardian, the Institute is authorised as a matter of urgency to seek appropriate medical care
- SIBT follows the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. A description of the ESOS Framework is available on http://aei.dest.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartA/Part_A.htm
- Additional articulation conditions or quotas may apply from time to time. Any additional conditions will be included in your letter of offer
- All prospective overseas students must be aware that any school-age dependants who come to Australia with them must attend school whilst in Australia and will be required to pay full fees if enrolled in a government or non-government school
- All students are required to notify SIBT of a change of address while enrolled in the course.

Refund policy for overseas students

- For the purposes of the Refund Policy only, a course is defined as one semester of study in any program of SIBT
- If an applicant accepts a place offered by SIBT and pays the fees, it means a binding contract is created between the student and SIBT

- Notification of withdrawal from unit/s or course of study must be made in writing to SIBT. The cancellation fee will be calculated as shown in the table on this page.
- All fees paid including any course fees collected by education agents on behalf of SIBT, except the non-refundable enrolment fee, are subject to this refund policy
- Where a visa renewal is rejected due to a breach in visa conditions, a student must withdraw from SIBT and the cancellation fee will be calculated as shown in the table on this page
- SIBT reserves the right not to offer a course previously made available at its own discretion. Where a student is unable to enrol in a similar course at SIBT and the enrolment is cancelled then all fees paid will be refunded
- In the event that SIBT ceases to provide a course of study, SIBT is a member of the ACPET Overseas Student Tuition Assurance Scheme (OSTAS) which ensures that students displaced from any course conducted by SIBT, will be efficiently relocated with minimal disruption to studies in a comparable course with another ACPET member participating in OSTAS, or another approved provider. If ACPET cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager
- All refunds under this policy will be paid within four (4) weeks after receiving a written claim from the student
- This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

NOTIFICATION PERIOD

Visa refusal
(Proof of refusal necessary)

CANCELLATION FEE

AU\$200

Before Course Commencement Date

More than 10 weeks
More than 4 weeks and
up to 10 weeks
4 weeks or less

AU\$500

30% of the course fees
60% of the course fees

After Course Commencement Date

4 weeks or less
More than 4 weeks

AU\$500 plus 70% of the course fees
100% of the course fees

Deferral

If a student wishes to defer enrolment until a later semester SIBT will hold the fees paid until commencement, without penalty. Deferrals will only be accepted until the end of week 4, except in exceptional circumstances such as medical, compassionate or other unforeseen situations. Documentary evidence must be supplied. Students who defer and then subsequently withdraw from the course will be liable to the refund policy from the date of application for deferral. Maximum deferral is 3 semesters or 12 months, except in exceptional circumstances.