# International Student Refund Agreement

## NEW INTERNATIONAL STUDENTS

<table>
<thead>
<tr>
<th>Time of Withdrawal</th>
<th>Circumstances</th>
<th>Notification of withdrawal or intention not to commence a course</th>
<th>Withdrawal from a unit</th>
<th>Inability to obtain a visa; conditions on Letter of Offer could not be met; or the University is no longer able to provide the course</th>
<th>Misconduct or fraudulent or forged material presented</th>
<th>Unsatisfactory course progress</th>
<th>Enrolment cancelled due to failure to pay full fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 weeks or more prior to commencement date</td>
<td>100% refund less $550 administrative fee (with 100% refund for any monies paid for subsequent semesters)*</td>
<td>N/A</td>
<td>100% refund</td>
<td>Full first study period tuition fee will be retained by the University</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Less than 10 weeks prior to commencement date</td>
<td>90% refund*</td>
<td>No fee liability incurred. Any fees paid in respect of the unit will be retained as credit towards the next study period</td>
<td>100% refund</td>
<td>Full first study period tuition fee will be retained by the University</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Before census date</td>
<td>50% refund*</td>
<td>No fee liability incurred. Any fees paid in respect of the unit will be retained as credit towards the next study period</td>
<td>100% refund</td>
<td>Full first study period tuition fee will be retained by the University</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>After census date</td>
<td>0% refund</td>
<td>Fee liability incurred</td>
<td>100% refund</td>
<td>Full first study period tuition fee will be retained by the University</td>
<td>N/A</td>
<td>0% refund</td>
<td></td>
</tr>
</tbody>
</table>

*less tuition deposit fee for Streamline Visa Processing (SVP) Package students

## CONTINUING INTERNATIONAL STUDENTS

<table>
<thead>
<tr>
<th>Time of Withdrawal</th>
<th>Circumstances</th>
<th>Notification of withdrawal or intention not to commence a course</th>
<th>Withdrawal from a unit</th>
<th>Inability to obtain a visa; conditions on Letter of Offer could not be met; or the University is no longer able to provide the course</th>
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<th>Enrolment cancelled due to failure to pay full fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to commencement date</td>
<td>100% refund</td>
<td>No fee liability incurred. Any fees paid in respect of the unit will be retained as credit towards the next study period</td>
<td>N/A</td>
<td>0% refund</td>
<td>100% refund of any tuition fees paid in respect of study periods after the student’s termination from the course</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Before census date</td>
<td>50% refund</td>
<td>No fee liability incurred. Any fees paid in respect of the unit will be retained as credit towards the next study period</td>
<td>N/A</td>
<td>0% refund</td>
<td>100% refund of any tuition fees paid in respect of study periods after the student’s termination from the course</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>After census date</td>
<td>0% refund</td>
<td>Fee liability incurred</td>
<td>100% refund</td>
<td>Full first study period tuition fee will be retained by the University</td>
<td>N/A</td>
<td>0% refund</td>
<td></td>
</tr>
</tbody>
</table>

*Special Circumstances: In special circumstances the Academic Registrar or nominee may vary the amount of any refund provided. If a larger refund is approved, an administration fee (up to $550) may still be charged.

Application fees including SVP Package Application Fee are non-refundable.

The information provided on this form will be retained by the University and handled in accordance with the University’s policy on the management and disclosure of personal details and information.
NOT FOR DEGREE ENROLMENT REFUND AGREEMENT

- If a unit is withdrawn before the commencement of the study period, the student is eligible for a full refund less a 10% administrative fee.
- If a unit is withdrawn after the commencement of the study period and prior to census date, the student is eligible for a 50% refund.
- If a unit is withdrawn after the census date, the student is not eligible for a refund.

CENSUS DATES FOR COURSES OFFERED

2013 (Semester and full year periods):
- Semester One/Research Term One: 29 March
- Semester Two/Research Term Two: 30 August

2014 (Semester and full year periods):
- Semester 1/Research Term 1: 28 March
- Semester 2/Research Term 2: 29 August

For non-standard periods (e.g. Trimester, quarter, term), please visit http://students.curtin.edu.au/administration/dates/census.cfm

APPEAL AGAINST REFUND

If a student is dissatisfied with the outcome of an application for a refund, a written appeal may be submitted to the University Fees Centre by post – Manager, University Fees Centre, Student Central Fees Centre, GPO Box U1987 Perth WA 6845 or hand delivered to the University Fees Centre, Student Central, Building 101 level 2. The appeal should be addressed to the Manager, University Fees Centre and clearly marked Appeal Against Refund Application Outcome. The appeal must contain information on circumstances not previously presented or considered in the original application and be accompanied by relevant documentation supporting the basis of the appeal.

The Department of Education Services of Western Australia provides an International Education Conciliation Service (IECS) which is a free and independent service that can assist in resolving problems between international students and their educational institutions. The International Education Conciliator can be contacted on (Tel) +61 8 9441 1900 (Fax) +61 8 9441 1901 or (Email) conciliation@des.wa.gov.au

IMPORTANT NOTES

- This agreement does not remove the right to take further action under Australia’s consumer protection laws
- Tuition fees will be refunded in accordance with these Agreements. Please note that it is the student’s responsibility to ensure that, when requesting a refund, the appropriate withdrawal from a course/unit application has been lodged with the University
- The University accepts no liability for any currency exchange movement between the date the fee payments were received and the date the refund is paid, of for any bank charges relating to the refund