

## Offer Acceptance Supplement

### REFUND POLICY FOR OVERSEAS STUDENTS

#### 1.0 General Points

- Notification of cancellation/withdrawal from unit/s of competency, withdrawal or deferral from a course of study must be made in writing to SCBIT.
- In the event that SCBIT cannot deliver this course, the ESOS Act 2000, the ESOS Regulations 2001, and any further amendments, will apply.
- **All refunds under this policy will be paid within four (4) weeks after receiving a written claim from the student with complete documentation and payment details.**
- Payment of refunds will be made in Australian dollars.
- Enrolment fee of \$200 charged is non-refundable. However, tuition fees may be refunded subject to refund circumstances as described in the table below.
- The holding fee of \$500 on package courses is non-refundable. However, if the student continues with their package, the holding fee would be used towards the semester or trimester fees.
- **This agreement does not remove the right to take further action under Australia's consumer protection laws.**

Refund Circumstances	Refund Amount
If a student's visa application is rejected before enrolment, and the official rejection advice is provided to SCBIT.	Refund equal to 100% of Tuition fee paid. Enrolment fee and Holding fee – where applicable, are not refundable.
If written notice of cancellation of enrolment is received by SCBIT at least 30 days prior to the teaching period commencement date.	Refund equal to 100% of Tuition fee paid less an Administration fee of AUD\$500. Enrolment fee and Holding fee – where applicable, are not refundable.
If it is received prior to, but less than 30 days before the teaching period commencement date.	Refund equal to 50% of one Term fee paid. Any excess Tuition fee paid is refunded at 100%. Enrolment fee and Holding fee – where applicable, are not refundable.
If a student cancels enrolment on or after the teaching period commencement date, up to two weeks of the teaching period.	Refund equal to 50% of current tuition fee. Any excess Tuition fee paid is refunded at 100%.
If a student cancels enrolment after two weeks of the teaching period commencement date.	No refund of the Tuition fees
If a student does not return from Leave of Absence or deferment, and does not enrol by the due date.	No refund, except in special circumstances on compassionate grounds.

#### 2.0 SCBIT default

For international students, if SCBIT is in default as set out in section 27(1) of the Education Services for Overseas Students Act 2000 (ESOS Act), SCBIT will provide a refund to the student in accordance with the ESOS Act and the regulations made under that Act.

For domestic students, if an offer of admission is withdrawn or SCBIT fails to provide a course of study, all fees paid will be fully refunded unless the offer was made on the basis of incomplete or

incorrect information supplied by the applicant (in which case SCBIT will retain an administration fee of 10% of the fees paid or payable).

### **3.0 Non-refundable Fees under any circumstances**

**Enrolment Fee :** AUD\$200

**Holding Fee :** The holding fee and any administrative charges that are paid for package offer are non-refundable if the students do not pursue their degree courses. However, the holding deposit will be adjusted towards the first Term, Semester or Trimester course tuition fee if they continue with their pathway.

**Expenses:** Accommodation fee, placement fee and airport pick up expenses are not refundable

### **4.0 Administration fee for cancellation**

If written notice of cancellation of enrolment is received by SCBIT at least 30 days prior to the teaching period commencement date a refund equal to 100% of the tuition fee is paid, less an Administration fee of AUD\$500 (see table above).

### **5.0 Making Refund Application:**

All applications for refund of fees and Overseas Student Health Cover (OSHC) must be made in writing and sent to the Principal of the College. Applications for refunds should include all relevant information to enable payment, such as bank name, bank account details, and address of bank and name of account holder and for overseas transactions, the SWIFT code and IFSC code (for Indian Bank account only).

Your application must include copies of:

- *Application for Enrolment form or Confirmation of Enrolment for Overseas Students.*
- Receipt of tuition fees
- Certified copies of any other supporting documents
- Reason for withdrawal from the course.

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

## **PERSONAL INFORMATION**

SCBIT has a Privacy Policy (Policy 5.7) which you are welcome to view. There are a few passages we would like to emphasise.

SCBIT acknowledges and respects the privacy of individuals. We are required under the Privacy Act 1988 (Commonwealth) and The Privacy Amendment (Private Sector) Act 2000 to comply with the National Privacy Principles in respect of the collection, use and disclosure of personal information from individuals.

### **Disclosure of personal information**

SCBIT will not sell or trade in personal information, or allow third parties to use that personal information for their own purposes.

The information that is collected may be disclosed to your agent where applicable to enable us to provide our services to you.

An exception to this is where we may be required by law to disclose certain information.”

We are obliged by law to provide information about our students to the Australian government and its designated authorities as well as the Tuition Assurance Scheme and the ESOS Assurance Fund manager. This information includes personal and contact details, course enrolment details and charges, and the circumstance of any suspect breach by the student of a student visa condition.”

### **Obligation of Student to provide current address**

As a student of SCBIT, you are legally required to keep the College fully informed of your address and contact details. You must tell us within 48 hours of your new address if you change addresses. A Change of Address form is available at the College main office

### **Important information for people applying for a Student Visa (For Offshore Applicants only)**

Before you accept the offer of admission to Sydney College of Business & Information Technology and pay your invoice, you need to pass a **Pre-Visa Assessment (PVA)** by the Australian Government. The following website provides important instructions on applying for a student visa:

<http://www.immi.gov.au/allforms/pdf/1160i.pdf>

To find out the student visa requirements that are applicable to you, use the tool ‘Your Student Visa – Step-by-step’ on the Department of Immigration and Citizenship (DIAC) Website at:

<http://www.immi.gov.au/study/tool/index.htm>

In addition to general requirements for student visas, the site tells you the **evidence and documentation** that you will need to provide to be eligible for a student visa. It includes, but is not limited to evidence regarding your:

- Financial ability
- English proficiency
- Academic record

The specific requirements depend on your ‘**Assessment Level**’, which, in turn, depends on your citizenship.

You can find the contact details for **Australian Government offices** around the world where you can make enquiries about the visa application process and lodge your application at:

<http://www.immi.gov.au/wwi/index.htm>

Once you have passed your PVA, you should send to SCBIT:

1. The PVA letter from the Australian Embassy

2. A bank draft for the invoiced amount, or evidence that it has been paid, or will be paid on your behalf
3. Completed and signed copy of Acceptance of Offer form, Airport pickup and accommodation application form where required.

We will then issue you with a **Confirmation of Enrolment (CoE)**, which you will need to finalise your visa.

<b>PRE-DEPARTURE CHECKLIST</b>
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Please check that you have:

- Got your passport and student visa (valid for at least the length of your course)?
- Got all the other documents you may need?
- Paid your Overseas Student Health Cover?
- Made your accommodation arrangements?
- Made arrangements for pick-up or transport from the airport to your accommodation?
- Packed suitable clothing for all four seasons in Sydney? It can get cold in the winter. [www.bom.gov.au/climate/](http://www.bom.gov.au/climate/)
- Checked that any electronic equipment you are bringing is compatible in Australia?
- Packed spare glasses or contact lenses?
- Organised your finances so that you have access to enough money to live on while you are in Australia (through your bank account, credit card etc)?
- Checked that you are not bringing goods which are prohibited by Australian Customs or Quarantine regulations ([www.daffa.gov.au/aqis](http://www.daffa.gov.au/aqis) [www.customs.gov.au](http://www.customs.gov.au))
- Written contact details of your family, friends and consulate?
- Got padlocks for your checked luggage?