



## FEE ADMINISTRATION AND REFUND POLICY

**RELEVANT STANDARD(S):** *Standards for Registered Training Organisations (RTOs) 2015 Standard 5.3, 7.3*

### PURPOSE

**Global International College** adheres to the relevant compliance and legislative frameworks such as the Standards for Registered Training Organisations (SRTOs 2015). As such, **Global International College** will provide transparency in the application and administration of fees and charges including refund and will put in place a fair and reasonable refund process.

The purpose of this policy is to provide for the appropriate application and administration of fees and handling of client refunds.

### POLICY PRINCIPLES

**Global International College** implements fair and reasonable refund practices and transparent and process for fee application and administration. **Global International College** will ensure that:

1. prospective students are aware of its fee policies in order to make informed decisions about enrolment in a course;
2. its fee and refund policy is prominent and accessible to its staff, prospective students, and existing students;
3. it implements and maintains a process for fair and reasonable refund and fees paid; and
4. it provides refunds for fees and charges paid by clients, where training and assessment activities have not been delivered

### Fee Administration Policy Principles

#### *Fee Information*

1. **Global International College** will inform its prospective students and employers (if applicable) of the full and accurate course fees associated with the training and the refund policy before enrolment.
2. **Global International College** will ensure that the fee and refund policy is accessible to its staff, prospective students and existing students. The fee information will include but will not be limited to the following information:
  - a. Breakdown of the course fee (if any)
  - b. Fee and Refund policy
  - c. Incidental fees
  - d. Compulsory fees
  - e. Additional charges or co-contributions
  - f. Methods of fee collection



- g. Process for recovery of outstanding student fees
3. For any incidental fees that may be applicable, **Global International College** will inform the prospective student before enrolling that such fees are a charge for an essential good or service and that the student has a choice of acquiring this from a supplier other than **Global International College**.

### ***Fee Administration***

1. **Global International College** will only charge fees for accredited training in accordance to the fee information published and provided to the prospective student and the Fee Administration and Refund policy.
2. **Global International College** will retain accurate course fee payment, waiver, exemption or refund record for each student.
3. **Global International College** will require payment prior commencement of training as well as pre-payment plans for students.
4. **Global International College** will apply standard student fees for Fee-for-Service (FFS) students.
5. **Global International College** will allow participant course fees to be paid on behalf of the student by their employer or another third party (if applicable).
6. **Global International College** will maintain arrangements for the protection of any fees paid in advance in accordance with 7.3 of the Standards for RTOs 2015 and the NSW Fee Administration Policy.

### ***Fee Payment Arrangements***

1. **Global International College** will affect financial practices to ensure the protection of fees paid in advance and exceeding the \$1500 for any student. **Global International College** implements fee protection measures as prescribed under Schedule 6 of the Standards for RTOs.
2. **Global International College** implements a fee payment plan and does not collect fees in advance exceeding \$1500 for any student.
3. Flexible payment arrangements / options will accommodate individual circumstances.
4. Fees must be paid in full before certification will be issued.
5. If payment instalment / arrangements are in place, and a payment becomes overdue and remains unpaid for a period in excess of 14 days, **Global International College** reserves the right to suspend the clients learning or assessments (or both) until all fee payments are up-to-date.
6. Flexible payment arrangements, such as instalments, credit card, and direct debit, cheques and EFT remittance are acceptable to accommodate the diverse financial situations of clients.



### ***Outstanding Student Fees***

1. Non-payment of fees by the due date for continuing enrolments will result in suspension of training. **Global International College** will notify all parties in writing if suspension. Once payment has been finalised, parties will be notified of the recommencement of training.
2. **Global International College** will charge a recommencement fee for any suspended training to cover administration cost.
3. **Global International College** will not issue SOAs or Certificates if training fees are outstanding.
4. **Global International College** will inform students of its process for the recovery of outstanding student fees prior to enrolment through the Fee Administration and Refund Policy.

### **Refund Policy Principles**

1. Details of **Global International College** Refund Policy are publicly available to prospective students and employers (if applicable), staff and existing students and employers (if applicable).
2. **Global International College** will make students aware of the refund policy prior enrolment.
3. With regard to all withdrawal of training, **Global International College** will first encourage a client to continue training or provide other options such as enrolling to another course date, prior to processing refund applications.
4. **Global International College** requires a written notification to apply for refund; this may be via letter, email or completion of the **Refund Request Form**.
5. No refunds will be issued for cancellations outside of the Refund Period.
6. For refund applications within the Refund Period, the Refund Request Form must be received by **Global International College**, within the Refund Period. A refund of the course fee, less the applicable Administrative Fees will only be issued if all above criteria have been met and the student has no previous outstanding monies with the **Global International College**.
7. **Global International College** requires written notification of withdrawal from training; this may be via letter, email or the completion of the **Withdrawal from Training Form**. Refund will be assessed upon receipt of the request. Statement of fees that includes all fees applied and any fees refunded (if applicable) will be provided where a student withdraws from training.
8. **Global International College** will process refund requests within 7 days from the day of receipt. The reimbursement procedure may take up to 4 weeks.
9. **Global International College** will charge an Administration Fee of \$200 to cover administration costs.
10. All refunds will be paid to the person or organisation that originally paid the fees.



11. **Global International College** does not provide refund where:
  - a. A client has commenced their course/unit
  - b. There are changes to work hours
  - c. Moving interstate
  - d. Student leaves before full course completion and does not complete qualification after assessment
  - e. Recognition resources and services have been supplied to the client.
12. **Global International College** may provide consideration for refund for students who have commenced training with the discretion of the CEO/Manager.
13. **Global International College** does not accept liability for loss or damage suffered in the event of withdrawal from a course by a client.
14. **Global International College** provides a full refund to all clients, should there be a need for **Global International College** to cancel a course. In the first instance **Global International College** will (where possible) provide an opportunity for the client to attend another scheduled course. If **Global International College** cancels a course, clients do not have to apply for a refund; **Global International College** will process the refunds automatically.
15. Refunds for cancellation of enrolments and other conditions are granted based on the refunds table in the annex of this policy.

## **MONITORING AND IMPROVEMENT**

The **Global International College** Administration Coordinator is responsible for ensuring compliance with this policy. The Administration Team of **Global International College** will process refund requests.

**Global International College's** CEO and/or Administration Coordinator is responsible for all continuous improvement processes in relation to the fee administration and refund policy and procedure and ensuring all staff, including those from the third party providers are complying with the provisions of this policy.



## Annex A

### Global International College Refunds Table

1. **Global International College** Refunds for enrolments are subject to the following refund formula.
2. "Refund Period" **7 calendar days** from the enrolment date

| Refund Type  | Description  | Notification Requirements                       | Non-refundable fee                         | Refund  |
|--|--|---|--|---|
| Enrolment cancellation / withdrawal from training within the "refund period"           | -For all individual units NOT commenced and<br>-For all individual units commenced   | -In writing, within the refund period           | \$200<br>administration and processing fee | -Full refund less the administration and processing fee<br><br>-Future payments maybe cancelled for students under payment plans                                  |
| Withdrawal from Course beyond the refund period "Withdrawal outside the refund period" | Withdrawal from Training - for all individual units commenced/attended/ completed from within the qualification /Accredited course | -In writing, any day beyond the "refund period" | \$200<br>administration and processing fee | -No refund or<br>-In some cases upon the discretion of the <b>Global International College</b> , the calculated refund less the administration and processing fee |
| RPL / Credit Transfer  | Where recognition of prior learning and/or credit transfer has been granted after enrolment  | N/A   | \$200<br>administration and processing fee | -No refund  |
| Course Cancellation  | Cancellation of a course by <b>Global International College</b> (for any reason)   | N/A   | \$200<br>administration and processing fee | Full refund <b>or</b> enrolment to a different qualification  |
| Withdrawal – "not of their own accord"   | Where training ceased due to RTO closure   | N/A   | \$200<br>administration and processing fee | Full refund or referral to a different service provider   |



## VERSION CONTROL

| Version Control Table |  |             |         |
|-----------------------|--|-------------|---------|
| Date                  | Summary of Modifications   | Modified by | Version |
| 10/09/2018            | Procedure creation<br><br>Added RTO address, RTO #, changed document name and number in the footer; changed version control table date | 360RTO      | v. 1.0  |
| 25/06/2019            | Reviewed and Logo has been changed   | GIC         | v.2.0   |