Refund of Fees – Australian Residents (as per Application and Unit Selection Forms)

1. **Place Withdrawn or School Cancels an Area(s) of Study** - Where a place in an Area(s) of Study is withdrawn by QSFT or QSFT is unable to provide the Area(s) of Study, all tuition fees for that Area of Study will be fully refunded within 14 days. If the offer was made on the basis of incorrect or incomplete information being supplied by the student the School reserves the right to retain 20% of the tuition fees and to refund the moneys within 30 days.

2. **Exclusion from an Area(s) of Study** - A student, who is not permitted to enrol in an Area(s) of Study, will be eligible for a full refund of tuition fees if they have paid for that Area(s) of Study. The fees will be refunded within 14 days.

3. **Four Weeks Notice is Given** - Where a student gives a minimum of four weeks’ notice (from the date of the first day of the semester for which fees have been paid) of an inability to commence the semester, all tuition fees paid in respect of the semester are refundable.

4. **Less than Four Weeks Notice is Given** - Where a student gives less than four weeks’ notice (from the date of the first day of the semester for which fees have been paid) of an inability to commence the semester, tuition fees paid for the semester are not refundable unless the reasons for withdrawing are acceptable to the School (see item 7), in which case the School will refund 80% of the tuition fees.

5. **Withdrawal from an Area(s) of Study in First Three Weeks** - A student who withdraws from an Area(s) of Study within the first three teaching weeks will not be eligible for a refund unless the reasons for withdrawing are acceptable to the School (see item 7), in which case the School will refund 50% of the tuition fees.

6. **Withdrawal after Third Teaching Week** - A student who withdraws from an Area(s) of Study for whatever reason beyond the third teaching week of the course shall not be eligible for a refund.

7. **Ground for Refunds** - A notice of withdrawal due to:
   - an illness/disability which precludes student from undertaking the Area(s) of Study (certified in specific detail by a medical practitioner – a medical certificate is not sufficient)
   - an emotional problem which precludes the student from undertaking the Area(s) of Study (certified in specific detail by a medical practitioner – a medical certificate is not sufficient)
   - a political or civil event which prevents attendance
   - in the case of overseas students - inability to obtain a student visa will be accepted as grounds for a partial refund of fees as set out in 4. and 5., provided that adequate documentary evidence is provided in support of any application for a refund.

8. **Applications for Refund must be in Writing** - An application for a refund must be in writing with the original signature of the applicant (and their guardian, if applicable). When the refund has been approved, the moneys will be paid within 30 days and made payable to the person who made the payment.

9. **Administration Fees are Never Refundable** - Administration fees such as an Application Fee, Late Fee or Credit Card Fee are not refundable under any circumstances.