

Fees & Refunds

Fee Payment and Refund Procedures

When the Institute accepts an international student's application for enrolment, the policy and procedures detailed here and in the Terms and Conditions of Enrolment will constitute a written agreement between Holmesglen and the international student for the purposes of the ESOS Act and the Revised National Code (2007).

1. Application Fee

- 1.1 On application for admission to a course, a fee of \$300 is payable and will be credited against the student's tuition fee.
- 1.2 This application fee of \$300 is non-refundable in the case of a student withdrawing an application after a Letter of Offer is issued.
- 1.3 If the student's application for admission is rejected, then the \$300 application fee will be reimbursed in full.
- 1.4 Students applying through the Institute's accredited agents and IDP Education offices are exempt from including the \$300 application fee with their application.

2. Payment of Tuition Fees

- 2.1 Tuition fees are payable yearly, half-yearly (one semester) or on a trimester basis in advance - with the exception of ELICOS programs, which are payable entirely in advance.
- 2.2 With the exception of ELICOS programs, students who pay their fees yearly in advance will receive a 5% discount on the yearly tuition fee.
- 2.3 Tuition fees paid offshore are payable to Holmesglen Institute of TAFE by Electronic Funds Transfer, MasterCard, Visa Card or international bank draft (in Australian dollars, drawn on an Australian bank in Australia).

Holmesglen's bank account details are:

Account Name: Holmesglen Institute of TAFE
Bank Name: Commonwealth Bank of Australia - Ashburton Branch
Bank Address: 205 High Street, Ashburton, Victoria, Australia
SWIFT CODE: CTBAAU25
Branch Number (BSB): 063103
Account Number: 00901243

Once payment has been lodged, students must immediately forward the remitter's name together with a copy of the remittance advice/TT transmission notice in order for us to track the payment in our account.

- 2.4 Tuition fees paid onshore can be paid in cash, by bank cheque, MasterCard or Visa cards, through Australia Post or over the internet.
- 2.5 Semester fees are payable before 15 January and 15 June each year. Trimester fees are payable before 15 January, 15 May and 15 August each year. Unpaid fees will result in the automatic cancellation of a student's enrolment at the end of any appeals process. International students are required to demonstrate to the Australian Government sufficient funds to cover their studies in Australia. As such, financial hardship is not considered grounds for appeal. A fee of \$500 will be levied on students who fail to make payment by the required date.
- 2.6 Additional fees are payable - for additional courses, graduation ceremonies, excursions, resitting tests and examinations, textbooks, uniforms and equipment. Refer to individual course entries for information about these additional charges.
- 2.7 When students have to repeat a subject or subjects in the same year in which they have paid a full fee, no additional fee is payable. However when they repeat a subject or subjects in a year in which they have not paid a full fee, a pro-rata tuition fee is payable.
- 2.8 Students who enrol in additional courses will be required to pay a separate fee.
- 2.9 Holmesglen reviews its tuition fees and other charges annually. You will be required to pay the current fee that applies from the beginning of the next semester. If you defer your course, you will be required to pay the fees applicable to your new commencement date. If the student changes course a new tuition fee will apply. Students enrolled in programs with Holmesglen's partners will be required to pay the fee set by the partner. Holmesglen makes every attempt to provide an indication of the partner institution's fees at the time of production of this brochure. However, students should refer to the partner institutions' websites for full information. Holmesglen takes no responsibility for fee increases in partner institutions.
- 2.10 Students from certain countries may be asked to pay their fees one year in advance.
- 2.11 There is no reduction in fees for subject exemptions for Certificate and Diploma programs. For degree programs, fees are charged per subject.
- 2.12 The Institute does not accept liability for any fees paid to an agent or third party in relation to an application for enrolment.
- 2.13 Where the Goods and Services Tax (GST) applies to programs and services in this prospectus, the tax is included in the advertised fee.

3. Refund Procedures

Claims for refunds must be in writing using the prescribed form available from the International Office. Refunds that are approved will be made within four weeks after receipt of a written claim. If after payment of fees a student withdraws an application, the following will apply:

- 3.1 If notice of withdrawal is received by Holmesglen in writing more than four weeks prior to commencement of an ELICOS course, a 75% refund of tuition fees will be made to students. No refund of the ELICOS tuition fee will be made to students withdrawing from the course less than four weeks prior to commencement or after the commencement of the course.
- 3.2 If notice of withdrawal is received by Holmesglen Institute in writing more than four weeks prior to commencement of the course, a 75% refund of tuition fees will be made to students who paid yearly in advance and a 50% refund will be made to students who paid half-yearly in advance.
- 3.3 If notice of withdrawal is received by Holmesglen in writing less than four weeks prior to commencement or after commencement of the mainstream course, no refund of the tuition fee will be made. For students who paid yearly in advance, a 75% refund of the subsequent semester's tuition fee will be made where notification of withdrawal is received in writing four weeks before the end of the prior semester. No refund of the subsequent semester's fee will be made to a student withdrawing less than four weeks before the end of the prior semester.
- 3.4 Where a student has been granted a deferral or suspension to their enrolment after the commencement of the semester or trimester, a prorata transfer of the remainder of the current semester's tuition will be granted. The fee transferred will be held towards tuition for the semester the student is returning to, the student would be required to pay any balances prior to resuming their studies. If the student does not return to their studies see 3.5. No refund would be granted if the student decides not to recommence studies except in compelling compassionate circumstances.
- 3.5 Where a student has been granted a deferral in their course, tuition paid will be transferred to the subsequent semester. Where the student does not take up his/her place in the subsequent semester, a refund will only be payable if the student visa is not granted. Where a student has been granted a release letter, claims for refunds will be processed according to Refund Procedures 3.1, 3.2 and 3.3.

- 3.6 Where a student has been accepted into a formal course subject to attaining a required level of English language proficiency and the student does not attain that level of proficiency, the student will be requested to continue with English language training for a prescribed further period. Where the student does not wish to take up this option, they will be entitled to a 75% refund of the first semester fee in the formal course together with any other subsequent tuition fees paid.
- 3.7 Where a student has been granted a deferral in their course due to a delay in their visa grant, tuition paid would be transferred to the subsequent semester. Where the student does not take up his/her place in the subsequent semester, a refund will only be payable if the student visa is not granted.
- 3.8.1 Where a student has had to withdraw because of visa refusal offshore or onshore (prior to commencement), a full refund of all tuition fees will be paid - less a \$300 administrative fee. Where a student's visa is rejected in Australia for a course they are currently enrolled in, a refund will be granted on a pro-rata basis.
- 3.8.2 Where a student does not lodge the visa application after receiving eCoEs, refunds will be processed as per procedures outlined in items 3.1, 3.2 and 3.3.
- 3.9 Where a student's enrolment is cancelled because of misbehaviour or breaching of visa conditions a prorata refund of tuition fees will be made from the date of enrolment cancellation.
- 3.10 Tuition fees will not be transferred to other educational institutions except in exceptional circumstances and at the discretion of the Director, International Centre.
- 3.11 No refund or transfer will be made to third parties.
- 3.12 International students who attain permanent residency status will be refunded as per procedures outlined in Items 3.1, 3.2, and 3.3
- 3.13 Students who are enrolled in the Charles Sturt University degrees will be subject to the Charles Sturt University Refund Procedures.

These are available on the Charles Sturt University website at www.csu.edu.au.

Copy of these will also be made available to students at the time of their enrolment in the degree part of the course at Holmesglen. The Charles Sturt University Refund Procedures do not apply to the diploma component of the program.

- 3.14.1 Students who are enrolled at Headmasters Advanced Academy will be subject to the Headmasters Advanced Academy Refund Procedures and Terms and Conditions. These are available on the Headmasters Advanced Academy website at www.headmasters.com.au. Copy of these will also be made available to students at the time of their enrolment at Headmasters Advanced Academy. The Headmasters Advanced Academy Refund Procedures do not apply to any preparatory program undertaken at Holmesglen, eg an ELICOS program.
- 3.14.2 Students who are enrolled at Education Access (Australia) Pty Ltd will be subject to EAA's Terms and Conditions of Enrolment and Refund Policy & Fee Refund Conditions. These are available on EAA's website www.eaa.edu.au or can be obtained from the EAA Administration office.
- 3.15 These regulations may be waived by the Board of Holmesglen Institute of TAFE in exceptional circumstances at its absolute discretion and the decision of the Board is final.
- 3.16 These procedures do not remove the right of an international student to take further action under Australia's consumer protection laws.

4. Refunds – Accommodation

- 4.1 The Accommodation Placement Fee is nonrefundable in any circumstances other than when a student has had his/her visa refused.
- 4.2 Where students have paid for Institute accommodation in advance:
 - a 90% refund will be made to students withdrawing up to four weeks before the commencement of the course.
 - a 75% refund will be made to students withdrawing less than four weeks before the commencement of the course.
 - no refund will be made after the course has commenced.

5. Refunds – Welfare Arrangements for Students Under the Age of 18

- 5.1 A period of twelve weeks is defined as a welfare term. Once a welfare term has commenced, no refund is payable in any circumstances for that term. The balance of welfare fees paid in advance may be refunded.
- 5.2 In instances where a student defers their commencement of studies, excess welfare fees will be transferred towards tuition for their subsequent courses.

6. Educational Package

- 6.1 Holmesglen: When applicants are required to complete a pre-requisite course at Holmesglen as a condition of entry into a higher level, principal course at Holmesglen they will be offered an education package comprising the prerequisite course and the principal course. An example is a student required to satisfactorily complete an English Language Program and attain a stated level of proficiency in English, as a condition of entry into a principal course. In these circumstances the refund procedures described under item 3 (Refund Procedures) will apply.
- 6.2 Other Institutions: When applicants are required to complete a pre-requisite course at another institute as a condition of entry into a higher level, principal course at Holmesglen they will be offered an educational package comprising the prerequisite course and the principal course. An example is a student required to complete a diploma course at another institute as a condition of entry into a degree course at Holmesglen. In these circumstances a deposit fee of \$1,500 is payable for acceptance into the principal course at Holmesglen. This fee will be credited towards the applicant's tuition fee on commencement of the degree course at Holmesglen. The \$1,500 deposit fee is nonrefundable. Where subsequent Letters of Offer and eCoE's are required to be issued post arrival in Australia, Holmesglen will levy a fee of \$500. This fee is also non-refundable.

7. Additional Subjects

- 7.1 Students who have paid a full fee in the current year may take additional or repeat subjects in the same course at no additional cost except for Bachelor degree studies which are charged at a fee per subject rate.
- 7.2 For students who have not paid a full fee in the current year a pro-rata fee will be charged for additional subjects.
- 7.3 Students will only be allowed to enrol in off-campus subjects they have failed in a previous semester and provided that they are enrolled in a full-time course.

霍姆斯格兰理工学院付费和退费政策

付费和退费程序

根据澳大利亚国家海外留学生教育服务法案和国家教育修正法（2007）的规定，霍姆斯格兰理工学院接受学生入学申请后，必须和国际留学生之间达成书面协议。以下列出的付费和退费政策以及入学条件构成了霍姆斯格兰理工学院与国际留学生之间的书面协议。

1 申请费

- 1.1 申请费 300 澳元，此费用会折算到学费中；
- 1.2 学院接受学生入学后，如学生申请退学，不退申请费；
- 1.3 如学生的入学申请被拒绝，学院将全额退回申请费；
- 1.4 通过霍姆斯格兰理工学院指定的教育中介递交的入学申请免收申请费。

2 学费

- 2.1 学生可按一年、半年（一个学期）或三个学期的形式来提前预付学费，但英语课程除外，学生必须提前预付全额的英语课程费用；
- 2.2 除英语课程外，如学生选择按一年的形式来支付学费，可享受整年学费的九五折优惠；
- 2.3 如在海外支付学费，学生可通过电子转帐、Master 信用卡、Visa 信用卡或国际银行汇票向霍姆斯格兰理工学院指定的澳大利亚银行支付学费（澳元）。

霍姆斯格兰政府理工学院的银行信息如下：

账户名称：Holmesglen Institute of TAFE

银行名称：Commonwealth Bank of Australia – Ashburton Branch

银行地址：205 High Street, Ashburton, Victoria, Australia

SWIFT CODE: CTBAAU2S

Branch Number (BSB): 063103 账号：00901243

一经付费后，学生必须马上将汇款人的姓名以及汇款票据的复印件转发给我校以便我们查询账户的付款。

2.4 如在澳大利亚国内支付学费，学生可通过澳大利亚邮局或因特网以现金、银行支票、Master 或 Visa 信用卡的形式支付学费。

2.5 学生每年必须在 1 月 15 日和 6 月 15 日之前支付每学期的学费。对那些按三个学期授课课程来讲，学生必须在 1 月 15 日、5 月 15 日和 8 月 15 日前支付学费。学生如不支付学费，其学习资格将会自动取消。海外国际留学生必须向澳大利亚政府证明他们有充足的资金来保证他们在澳大利亚期间的学习。正因如此，因资金困难提出的上诉不作为考虑的理由。如在 这些日期之后支付学费，学院将收取 500 澳元的手续费；

2.6 学生要支付一些额外的费用 – 如额外的课程、毕业典礼、郊游、复考、课本、制服和设备 的费用。有关的额外费用，请参见具体专业课程的入学要求。

2.7 如学生必须在同一年重新修读一门或多门课目，如他们已支付了全年的学费，则不用再 支付额外的学费；如他们没有支付全年的学费，则必须按实际的科目比例支付相应的学费；

2.8 学生如想就读额外的专业课程，则必须单独支付相关的费用；

2.9 霍姆斯格兰政府理工学院每年都会回顾和审核学校的学费和其他收费。学生必须按课程 开课的当年设定的费用支付学费。如果延迟开学，学生则必须按照新课程开学的日期支付学 费。如转换专业，学生则要按新的费用支付学费。那些在霍姆斯格兰理工学院的合作学院就 读的学生则要按合作学院设定的金额支付费用。霍姆斯格兰理工学院在制作本画册时会尽 量提供合作学院有关费用的信息，但学生应参考合作学院的网站详见具体的信息。霍姆斯格 兰理工学院对合作学院提高的费用不承担任何责任。

2.10 有些国家的学生可能要提前支付一年的学费；

2.11 大专和证书课程遇有课目减免的情况，学费不会减少；对于本科专业课程，学生按科目 支付学费。

2.12 如学生向中介或第三方支付有关入学申请费用，霍姆斯格兰理工学院不承担任何责任；

2.13 本画册中列出的学费已包括了商品服务税。

3 退费

申请退费必须使用霍姆斯格兰理工学院国际中心提供的表格以书面的形式提出申请。那些已经得到批准的退费会在接到书面申请的四周后得到处理。学生如在支付学费后想退学，则必须遵循以下规定：

3.1 对于英语课程，如霍姆斯格兰理工学院在英语课程开课四周以上的时间接到学生的退学申请，学院将向学生退回 75%的学费。如学生在开课后或不到四周的时间提出退费申请，学院不退费。

3.2 对于专业课，如霍姆斯格兰理工学院在英语课程开课四周以上的时间接到学生的退学申请，学院将向那些提前支付全年学费的学生退回 75%的学费；向那些提前支付半年学费的学生退回 50%的学费；

3.3 如在专业开课前四周内或专业开课后提出退学的话，霍姆斯格兰理工学院不退学费。对那些提前预付全年学费的学生，如学院在上一学期末结束之前的四周以上的时间接到学生的书面退学申请，学院会退回下一学期学费的 75%。如学生在上一学期末结束不到四周的时间退学，学院不退下一学期的学费；

3.4 如学生在课程开课后获得延迟或休学的准许，学院可将该学期剩余的相应学费转让到下一个学期，学生在从新开课前必须将剩余的学费补齐。如果学生没有继续他们学习的话，则参考退费政策 3.5。如学生决定放弃学习的话，除非有特殊情况，否则学院不退费。

3.5 如学生获得延迟或休学的准许，学院可将该学期剩余的相应学费转让到下一个学期。如果学生决定下学期不继续就读的话，学院则不退费，除非学生的签证没有获签。如果学生获得了转学同意函，有关的退费政策见 3.1，3.2 和 3.3。

3.6 如在就读专业课之前没有达到英语流利水平的要求，学生必须进行指定的一段时间的英语培训学习。如学生不接受这个安排而提出退学，他们可申请退回第一学期专业课 75%的学费和已付的下一学期学费；

3.8.1 学生在澳洲或海外（在课程开课前）如因签证拒签的原因而必须退学的话，除了扣除 300 澳元的手续费外，学院将退回其余全部学费；如学生在澳洲就读的课程中遇到签证拒签的话，学院则按照相应的时间比例退费。

3.8.2 在接到电子入学通知书后，如学生没有去递交签证申请，有关的退费政策见 3.1，3.2 和 3.3；

3.9 学生如因行为不检或违反签证规定条件而退学，学院会在取消其就读资格开始的日期按照实际的时间比例退回其学费；

3.10 除了特殊情况或国际处主任同意的情况下，霍姆斯格兰理工学院不会将所交的学费转交到其它学院；

3.11 霍姆斯格兰理工学院不会向第三方转交或退回学费；

3.12 国际留学生如获得永久居留权，霍姆斯格兰理工学院将按照 3.1，3.2 和 3.3 的退费政策执行；

3.13 那些就读 Charles Sturt 大学学位课程的学生必须参考 Charles Sturt 大学的退费政策，详情见 www.csu.edu.au。学生在霍姆斯格兰理工学院办理入学手续时，学院会向学生提供一份有关 Charles Sturt 大学的退费政策的信息。Charles Sturt 大学的退费政策不适用于大专文凭课程；

3.14.1 那些就读 Headmasters 高级培训学院的学生必须参考 Headmasters 高级培训学院的退费政策，详情见 www.headmasters.com。学生在 Headmasters 高级培训学院办理入学手续时会得到一份有关退费政策的信息。Headmasters 高级培训学院的退费政策不适用于霍姆斯格兰理工学院任何预科课程，比如国际留学生英语强化课程；

3.14.2 那些就读 Education Access (Australia) 汽车培训学院的学生必须参考该学院的退费政策，详情见 www.eaa.edu.au 或可从该学院的办公室获取；

3.15 在特殊情况下，霍姆斯格兰理工学院董事会可豁免这些规定，但这完全取决于董事会，霍姆斯格兰理工学院董事会持有最终决定权；

3.12 这些程序和规定不会剥夺国际留学生在澳大利亚消费者保护法下的采取进一步行动的权力。

4 住宿费退费规定

4.1 除了学生的签证被拒签的情况以外，霍姆斯格兰理工学院不退住宿费；

4.2 学生如已向霍姆斯格兰理工学院提前预付了学院住宿费，如申请退费：

- 在开课四周前提出退费，霍姆斯格兰理工学院将退回住宿费用的 90%；
- 在开课四周前不到四周的时间提出退费，霍姆斯格兰理工学院将退回住宿费用的 75%；
- 在开课四周后提出退费，霍姆斯格兰理工学院不退任何住宿费。

5 有关 18 岁以下学生的福利照顾费用的退费规定

5.1 每 12 周定为一个福利安排期。福利安排期开始后，在任何情况下都不会退该期的费用。学生可申请退回提前预付的福利照顾费的余额。

5.2 如学生推迟了开学学习时间，福利照顾费将会转到学生的后面课程的学费中。

6 教育打包课程

6.1 霍姆斯格兰理工学院

如申请人必须在霍姆斯格兰理工学院读完一个必备课程后才能进入下一个更高层次专业课程的学习，在这种情况下，霍姆斯格兰理工学院向申请人提供教育打包课程，即同时提供必备课程和主要专业课程。举例说明---如一个学生必须要顺利完成英语语言培训课程并达到规定的英语语言流利水平的要求，满足此条件后才能进入主课学习。在这种情况下，有关的退费情况，请参考退费政策中的第三款；

6.2 其它学院要求申请人必须在其它学院读完一个必备课程，满足此条件后才能让其进入霍姆斯格兰理工学院学习更高层次的专业课程。在这种情况下，其它学院会给申请人提供一个打包课程，即必备课程和主专业课。举例说明-----如一个学生必须在另外一所学院读完一个大专文凭后才能到霍姆斯格兰理工学院就读本科课程。在这种情况下，霍姆斯格兰理工学院则要收取 1500 澳元作为接受学生到霍姆斯格兰理工学院学习主专业课的押金。该费用在学位课程开始时折算在学生的学费中。此 1500 澳元是不退回的。学生抵达澳大利亚后如要求学院提供留位通知书和入学通知书，霍姆斯格兰理工学院将收取 500 澳元的费用。该费用也是不退回的。

7 额外学习科目

7.1 除本科课程外，学生如在当年支付全年的学费可以免费重新修读或就读同一专业的额外科目；

7.2 学生如没有在当年支付全年的学费，学生则按实际的科目比例支付相应的学费；

7.3 只有那些就读全日制课程的学生，如在上个学期有个别科目没有通过，才可以就读校外科目。

以上是霍姆斯格兰政府理工学院退费政策的中文翻译件仅供学生参考。如该翻译件与原版英文发生冲突时，则以英文版的退费政策为准。