



## **FULL COURSE FEES & REFUND POLICY (ESL) GLO College of Ministries - Riverstone**

### **COURSE FEE:**

Application Fee = \$250 AUD (inclusive. 1 airport trip - pickup)

Tuition Fee = \$3,800 AUD per Course

Learning Resources = \$50 AUD per Course

Excursion Fee = Included in Course Costs

Debrief Camp = \$50 AUD (Semester 2 only)

Note: the GLO College of Ministries Debrief Camp is held in Semester 2 only

### **COURSE FEE NOTES:**

1. Students will be charged a 'Learning Resources' fee of \$50 AUD to cover text books and/or photocopying costs.
2. The course cost is inclusive of all/any course related Excursions, except for the 'Debrief Camp' (Semester 2 only) which incurs an additional charge of \$50 AUD.
3. If a student is unable to attend the Debrief Camp they will be refunded the additional charge of \$50 AUD (Semester 2 only).
4. Students who require the replacement of previously issued resources will be liable for additional charges to cover the cost of replacement.
5. All course fees are to be paid in full, unless a prior arrangement to pay in a maximum of two installments has been agreed upon. Permission to pay course fees in two installments is granted on an individual basis.
6. Fees are payable when the student has received a "Letter of Acceptance" and an invoice for the course fees. Fees must be paid within five working days of receiving this notification from GLO College of Ministries.
7. The College reserves the right to cancel an enrolment or discontinue training if fees are not paid as required.

### **REFUND:**

All requests for a refund for enrolment and course fees should be submitted in writing (with supporting documentation) to GLO Training Centre Administrator. Refund request forms can be found at [www.gloministries.org.au](http://www.gloministries.org.au)

<b>TABLE 1 - COURSE FEE REFUND SCHEDULE</b>	
<b>Refund Policy Condition</b>	<b>Refund Amount</b>
If GLO College of Ministries is unable to provide the course.	Full refund including Application fee.
If incorrect or incomplete information is supplied by the applicant and the offer is withdrawn by the college.	All fees refunded except the Application fee.
If the student withdraws <b>prior</b> to the course	All fees refunded except the



commencing.	Application fee.
If the student <b>withdraws 0 – 2 weeks after</b> a course commences.	A refund of 80% of course fees only. <sup>1</sup>
If the student <b>withdraws 3 – 5 weeks after</b> a course commences.	A refund of 50% of course fees only.
If the student <b>withdraws 6 – 10 weeks after</b> a course commences.	A refund of 20% of course fees only.
If the student <b>withdraws after 10 weeks after</b> a course commences.	No Refund
If a student breaches international visa conditions or the rules of the provider and is terminated from the course.	No refund

**REFUND NOTES:**

1. A student who wishes to cancel their enrolment must give notice to the College in writing. Verbal communication is not considered as sufficient grounds upon which the College can initiate a cancellation of enrolment.
2. Students who wish to apply for a refund are to do so in writing using the Refund Request Form.
3. Students will be eligible for a partial refund of course fees if they are prevented from attending the program because of any of the following:
  - Illness or disability
  - Death of a close family member (parent, sibling, spouse, child)
  - Political or civil eventNote: Supporting documentary evidence must be provided.
4. A notice of withdrawal due to genuine financial hardship will be evaluated on an individual basis and may be accepted as grounds for a partial refund of fees.  
Note: Supporting evidence must be provided.
5. Discretion may be exercised by the Co-directors in all other situations, if the student can demonstrate that extenuating or significant personal circumstance led to their withdrawal. In these cases the Co-directors may authorise a refund of tuition fees if the circumstances require it.
6. Applications for a refund usually take 3-5 business days to be processed by the College.

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<sup>1</sup> The amount retained (i.e. 20%) by GLO College of Ministries is required to cover the costs of staff and resources which have already been committed based on the students initial enrolment.