



PARTIAL COURSE FEES & REFUND POLICY (ESL) GLO College of Ministries - Riverstone

COURSE FEES:

Application Fee =	\$250 AUD (inclusive. 1 airport trip - pickup)
Tuition Fee =	\$225 AUD per academic week (i.e. Monday to Friday), or part thereof
Learning Resources =	\$50 AUD per Course
Excursion Fee =	\$100 AUD per Course
Debrief Camp =	\$50 AUD (Semester 2 only)

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

COURSE NOTES:

1. Students applying for part of a course will be charged at a rate of \$225 per academic week (i.e. Monday to Friday) for the duration of time they are enrolled in a course.
2. Students applying for part of a course will be charged in weekly periods. Course fees for each academic week (i.e. Monday to Friday), or part thereof, will be charged at \$225.
3. Students will be charged a 'Learning Resources' fee of \$50 AUD to cover text books and/or photocopying costs.
4. Students will be charged an 'Excursion Fee' of \$100 AUD.
5. If a student is not enrolled when the Excursion is conducted they will be refunded the Excursion Fee of \$100 AUD.
6. Students will be charged an additional 'Debrief Camp' fee of \$50 AUD (Semester 2 only).
7. If a student is unable to attend the Debrief Camp they will be refunded the additional charge of \$50 AUD (Semester 2 only).
8. Students who require the replacement of previously issued resources will be liable for additional charges to cover the cost of replacement.
9. 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.
10. 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.
11. The College reserves the right to cancel an enrolment or discontinue training if fees are not paid as required.

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 who are eligible for a refund will be refunded at a rate of \$225 per academic week (i.e. Monday to Friday) for every unused full academic week (i.e. Monday to Friday) that has been previously paid for.
4. Applications for a refund usually take 3-5 business days to be processed by the College.