



A U S T R A L I A N  
**B U S I N E S S**  
A C A D E M Y

## Withdrawal and Deferment Policy

### Visa Application Refused

The Student is entitled to a full refund of tuition fees when the student provides ABA evidence from the Australian Department of Immigration and Citizenship (DIAC) that the student's visa was refused before their first entry to Australia. The enrolment fee is non-refundable.

### Student Withdrawal Policy

If the Student withdraws from the course after the payment of fees, eligible refunds will be made within 4 weeks of notification of default from the student in writing and the following will apply:

#### **a. Prior to commencement**

- a. If the student gives at least 4 weeks notice of withdrawal from the course/s before the commencement date, the student would be eligible for a refund of 75% of paid tuition fees.
- b. If a student does not give at least 4 weeks notice of withdrawal from the course/s before the commencement date, the student would be eligible for a refund of 40% of paid tuition fees.

#### **b. After commencement**

If the student requests to withdraw from the course/s on or after the commencement date of the initial course, there will be no refund of fees. When a student is enrolled in packaged courses, no refund will be granted for a cancellation or withdrawal of any part of the package after commencement of the first course.

All applications for eligible refunds must be made in writing stating the reasons for the request and include required evidence to the International Manager. Such notice must include name, contact details, course/s enrolled, commencement date, reason for withdrawal and must be signed and dated by the Student who signed the original application. Students are bound by the conditions of their respective visas when changing their education provider. Students who change provider are regarded as having withdrawn after commencement of their program. International students wishing to discontinue their study in Australia due to visa cancellation must provide evidence of their student visa cancellation. Any other notices must include required evidence and are not effective until received by ABA. When granted, refunds will be paid to the person that originally paid the fees to ABA within 4 weeks of written notification.

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Telephone (02) 6248 0877  
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Freecall 1800 063 049

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ACN 107 963 240 / CRICOS Provider Code 01752G

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ABA understands that unforeseen circumstances can arise which require the proper withdrawal from a course or unit by an enrolled Student. Students will also understand that ABA incurs substantial monetary, staffing and logistics responsibilities on enrolling a Student and therefore withdrawal fees shall apply after the stated Commencement Date.



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 **Deferral Policy**

If the Student wishes to defer their course after the payment of fees, they must do so in writing to the International Manager. The following will apply:

**a. Prior to commencement**

- a. If the student gives at least 4 weeks notice of deferral from the course/s before the commencement date, there will be no administrative fee charged. The Australian Business Academy is legally bound to inform the Department of Immigration and Citizenship of any changes made to courses by students on student visas..
- b. If a student does not give at least 4 weeks notice of deferral from the course/s before the commencement date, the student would be eligible for to pay an administrative fee of \$1500. The Australian Business Academy is legally bound to inform the Department of Immigration and Citizenship of any changes made to courses by students on student visas.

**b. After commencement**

No deferment is allowed if notification is received on or after the commencement date of the initial course. No refund will be granted.

***It is the applicant's responsibility to ensure that ABA receives your withdrawal/deferral letter and as such you should consider guaranteed forms of delivery such as hand delivery, registered post, courier or fax.*** Upon receipt by the Academy you will receive a written receipt prior to it being forwarded to the Academy's Chief Executive Officer.

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