

REFUND POLICY

Australian law requires us to tell you our refund rules and for you to acknowledge that you understand them by signing this page.

Refund Policy

1. The registration fee is non-refundable.
2. If you enrolled at Milner College via an agent, you must apply to your agent for a refund. If you enrolled directly, you must apply to Milner College.
3. Tuition fees are refunded in full if a visa application is rejected or if Milner College fails to deliver a course. The registration fee is not refundable.
4. Tuition fees are refunded in full if a student cancels his/her application for a course more than 7 days before the commencement of a course.
5. If a student cancels his/her application for a course less than 7 days before commencement of the course, 4 weeks' fee may be charged. No refunds for periods of less than 4 weeks.
6. If a student curtails a course after it has started, a refund equal to the unfinished part is made, less 50%. Where the course length is greater than 24 weeks, cancellations before 24 weeks have been studied will be refunded equal to the unfinished part, less 70%. If Milner College cancels an enrolment or course before the course starting date or defaults after a course has started, then a full refund is given.
7. Refunds are made within 7 days of a written request for a refund. A request for a refund must be made at least 5 working days before the requested curtailment date.
8. Refunds are for whole weeks, starting on a Monday.
9. A course is the total period of enrolment at Milner College. The segments of the period of enrolment, which may have different CRICOS codes, do not constitute a course.
10. Accommodation payments. A full refund is made for the unfinished part if one week's notice is given. The accommodation placement fee is not refundable.
11. Refunds or price changes for items, the cost of which are not set by Milner (OSHC, accommodation, etc), are made solely at the discretion of the provider of that item.

Transfer Policy

1. Tuition fees may be transferred between institutions, provided that the student's transfer is approved by both institutions, and subject to government regulations. Students must present their unconditional Offer for the new institution.
2. Milner College may grant approval for a Letter of Release to be provided to the student where there are compassionate or compelling circumstances (eg Medical emergencies or family bereavements- evidence to be provided) or where the student has gained entry to a course at a provider of higher education where Milner College feels it would be in the student's best interests to transfer.
3. Milner College may not grant approval for a Letter of Release to be provided to the student where the student is transferring to another provider on the basis of cost, convenience or location, or where the student is transferring to another provider where the course offered is also offered by Milner College.
4. A Student who transfers to another institution before the end of the period for which he/she has paid, does not get a refund.
5. Transfers will be not be accepted without proper documentation.
6. Any money transferred is subject to items the conditions of our refund policy above.
7. In the case of student visa holders, the relevant authorities will be notified of the cancellation of the current course, and it will be student's responsibility to advise the relevant authorities of the change in provider.
8. Requests for transfers must be accompanied by a Letter of Offer from the receiving institution.
9. Milner College will require 7 days to assess the student's request for a Letter of Release, effective from the date when the relevant information has been provided to Milner College (including completed Course Change Request form, Offer Letter from receiving institution and evidence of compassionate or compelling circumstances). Acceptance of evidence of compassionate or compelling circumstances and provision of Letter of Release are solely at the discretion of Milner College. Written reasons will be provided where a written request for a Letter of Release has not been approved.
10. Where Milner College decides not to provide a Letter of Release, the student may appeal the decision in accordance with Standard 8 of the ESOS Act.

Suspension/Deferral/Cancellation (SDC) Policy

1. If Milner College suspends a student or cancels his/her course because of his/her misbehaviour or academic conduct or for breaching Immigration rules, refund policy 5, 8, 9 & 10 (above) apply, subject to Milner College receiving the relevant government or airline documents. Refunds are made within 7 days of receiving these documents.
2. Appeals against suspension or cancellation must be made in writing within 20 working days of the suspension or cancellation. A decision on the appeal will be made within 20 working days of receiving it.
3. There is no penalty for a student who defers or suspends his/her course as long as Milner College is told in writing 24 hours or more before the starting date.
4. Suspensions or deferrals occur for compassionate (e.g. illness) or compelling (e.g. visa delay) reasons or misbehaviour (e.g. frequent absence). SDC may affect your student visa. Milner College will notify the relevant Australian authorities in cases of SDC.
- 5.

In all other respects, Milner College guarantees to abide by the Ethics, Refund and Transfer policies of English Australia.

I confirm that I have read and understood this document. I confirm that the terms and conditions of this offer and the Refund/Transfer policy of Milner College have been explained to me. I understand that this agreement and the availability of complaints and appeals processes does not remove my right to take action under Australia's consumer protection laws.

If you do not sign this document then payment and/or commencement of your course is deemed as acceptance of these terms.

Milner College reserves the right to change this policy without notice.

Student Name: _____ Signed: _____ by enrollee (or parent or guardian if enrollee is under 18 years old)

Date: _____