



AIM.PR.01

Procedures for Refund of Domestic and International Student Fees

This procedure applies to all local students who have paid full or partial fees to study at AIM and complies with the ESOS Act 2003.

Conditions for the refund of fees

Refund of fees paid before the student has commenced study:

AIM will refund tuition fees in the case that:

- A student provides **documented** evidence that serious illness or misadventure has occurred prior to the course commencing; or
- A student is precluded from re-enrolling under AIM's rules and has paid fees for the period of exclusion.
- a refund of his or her up-front payments for any unit of study/course that the student commences but does not complete because The Australian Institute of Music ceases to provide the course of study of which the unit forms part (this is known as the "**Student Contribution/Tuition Fee Repayment Option**")

If AIM is satisfied that one of the above conditions is fulfilled, AIM will refund the tuition fees paid.

Refund of fees after the student has commenced study:

If a domestic student withdraws before census date (normally within the first three weeks of semester and is advertised on the AIM website:

http://www.aim.edu.au/future_students/2009_calendar_1.html) the following will apply:

AIM will refund tuition fees in the case that:

- A student provides **documented** evidence that serious illness or misadventure has occurred prior to the course commencing; or
- A student is precluded from re-enrolling under AIM's rules and has paid fees for the period of exclusion.
- a refund of his or her up-front payments for any unit of study/course that the student commences but does not complete because The Australian Institute of Music ceases to provide the course of study of which the unit forms part (this is known as the "**Student Contribution/Tuition Fee Repayment Option**")

Fee help students

AIM will delete all financial liability from the student's record and will not report the student financial liability to the Department of Education.

Upfront paying students

Aim will refund the full tuition fee to the student.

Withdrawal after census date:

AIM will refund tuition fees in the case that:

- A student provides **documented** evidence that serious illness or misadventure has occurred prior to the course commencing; or
- A student is precluded from re-enrolling under AIM's rules and has paid fees for the period of exclusion.
- a refund of his or her up-front payments for any unit of study/course that the student commences but does not complete because The Australian Institute of Music ceases to provide the course of study of which the unit forms part (this is known as the "**Student Contribution/Tuition Fee Repayment Option**")

Applying for a refund of fees

All requests for refunds must be made in writing to the Registrar (forms available from AIM Student Services) and **must be accompanied by supporting documentary evidence** to provide a basis for such a request.

This Agreement does not remove the right of the student to take further action under Australia's consumer protection laws.

Procedures for Refund of AIM High Domestic Student Fees

This procedure applies to all local students who have paid full or partial fees to study at AIM for secondary studies.

Conditions for the refund of fees

Refund of fees paid before the student has commenced study:

AIM will refund tuition fees in the case that:

- A student provides **documented** evidence that serious illness or misadventure has occurred prior to the course commencing; or
- A student is precluded from re-enrolling under AIM's rules and has paid fees for the period of exclusion.
- a refund of his or her up-front payments for any unit of study/course that the student commences but does not complete because The Australian Institute of Music ceases to provide the course of study of which the unit forms part (this is known as the "**Student Contribution/Tuition Fee Repayment Option**")

If AIM is satisfied that one of the above conditions is fulfilled, AIM will refund the tuition fees paid.

Aim will not refund monies after the school term has started except in special circumstances such as serious illness or misadventure. Documented evidence has to be provided for AIM to consider any claims for refund of monies.

Applying for a refund of fees

All requests for refunds must be made in writing to the Registrar (forms available from AIM Student Services) and ***must be accompanied by supporting documentary evidence*** to provide a basis for such a request.

This Agreement does not remove the right of the student to take further action under Australia's consumer protection laws.

Procedures for Refund of International Student Fees

This procedure applies to all international students who have paid full or partial fees to study at AIM and complies with the ESOS Act 2003.

Conditions for the refund of fees

Refund of fees paid before the student has commenced study:

AIM will refund tuition fees in the case that:

- a. An application for a student visa has been unsuccessful; or
- b. a student provides ***documented*** evidence that serious illness or misadventure has occurred prior to the course commencing; or
- c. a student is precluded from re-enrolling under AIM's rules and has paid fees for the period of exclusion.
- d. a refund of his or her up-front payments for any unit of study/course that the student commences but does not complete because The Australian Institute of Music ceases to provide the course of study of which the unit forms part (this is known as the "***Student Contribution/Tuition Fee Repayment Option***")

If AIM is satisfied that one of the above conditions are fulfilled, AIM will refund the tuition fees paid but an administration charge of \$250.00 will be deducted.

Refund of fees after the student has commenced study:

If an international student withdraws before census date (normally within the first three weeks of semester, the census date is available on the AIM website:

http://www.aim.edu.au/future_students/2008_calendar_1.html) the student is required to pay a pro-rata fee for the time the student attended classes at AIM and the amount will be deducted from the tuition fee refund amount. An administrative charge of \$ 250.00 will occur and also be deducted from the tuition fee refund amount.

For example: If the international tuition fee for one semester is \$ 9,000.00 and the course for one semester is scheduled for 14 weeks then a sum of \$ 1,285.70 + \$ 250.00 administrative charge will be deducted and a student will receive a refund of \$7464.30.

Withdrawal after census date:

- a. An application for a student visa has been unsuccessful; or
- b. a student provides **documented** evidence that serious illness or misadventure has occurred prior to the course commencing; or
- c. a student is precluded from re-enrolling under AIM's rules and has paid fees for the period of exclusion.
- d. a refund of his or her up-front payments for any unit of study/course that the student commences but does not complete because The Australian Institute of Music ceases to provide the course of study of which the unit forms part (this is known as the "**Student Contribution/Tuition Fee Repayment Option**")

Applying for a refund of fees

All requests for refunds must be made in writing to the Registrar (forms available from AIM Student Services) and ***must be accompanied by supporting documentary*** evidence to provide a basis for such a request.

This Agreement does not remove the right of the student to take further action under Australia's consumer protection laws.