

# Fee Payment and Refund Policy

## (Professional Year Program)

<b>Date Updated:</b>	20/08/2014
<b>Approved by:</b>	
<b>Responsible Faculty/Department:</b>	Academic Director, PYP Coordinator
<b>Related Documents</b>	Student Handbook, Student Academic Support and Progress Policy and Procedure
<b>Related Forms</b>	
<b>Date of Next Review:</b>	2016

## 1. Scope

This policy extends to all students of The William Light Institute (TWLI) who are enrolled in the Professional Year Program (PYP).

## 2. Policy

### Refund Policy - Fee Payments, Withdrawals & Expulsion

A full refund of tuition fees will be applicable under the following circumstances:

- a. TWLI is unable to deliver the Professional Year Program.
- b. TWLI refuses the application for enrolment

There are no deferment of fees. Once accepted, you are responsible for the full course fee, and it is your responsibility to pay all fees on time. There are no allowances for withdrawals. You may withdraw of your own volition but all fees will remain due and payable. If you withdraw, or are dismissed or are otherwise expelled from the PYP Course, all fees will remain due and payable.

### Fee Payment via your Agent

All fees for your PYP Course made directly to your Agent must be supported by payment receipts as evidence of your fee payment. It is your responsibility to ensure your Agent forwards all payments for your PYP tuition directly to the Accounts Department in a timely manner. It is your responsibility to meet these payment deadlines. No reminder notices will be send. Failure to make these payment dates will impact directly on your graduation. We will not provide 'reminder' notices.

### Late Fees, Late Payment Penalty & Expulsion from PYP Course

All fees must be paid by the due date; otherwise late fees of \$50 per week apply from the first day that the payment is late.

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Where a student or Agent elects to pay by installments they must pay each and every installment before the due date.

If the due date falls on a non-working day such as a Saturday, Sunday or Public Holiday, you must make the payment prior to the due date. If you are away or otherwise busy on the due date, you must pay prior the due date. If, on the due date there are insufficient funds in your account or credit card when using, EFTPOS or bank transfer, the fee is unable to be paid, you are late and still liable for the payment.

Where a student's fee payment is overdue, their enrolment may be cancelled. All outstanding fees must be immediately settled and paid.

To rejoin, a new enrolment fee (\$200) will be applied; all outstanding payments and penalties must be immediately settled and paid. There are no exceptions.

Version Control	Date Revised	Revised by	Amendment
1	August 22, 2014	U Tserenjav	