



Overseas Student Refund Procedure

Purpose

This procedure supports the Overseas Student Refund Policy and clarifies the steps required when a course or enrolment refund of fees is sought and approved for



Step by Step

1. If for any reason an overseas student (visa subclass 500) withdraws from a course provided by the school or withdraws from the school, a refund may be required.
2. Parents/guardians are to make a written request for a refund from the Diocese.
3. For a refund to be approved the "Guiding Practices" section of the Overseas Student Refund Policy needs to be referenced.
4. Following consultation with the Assistant Director a decision will be made regarding approving the request and then forwarded to the parent/guardian.
5. If the parent/guardian disputes the decision in relation to the refund they will meet with the Assistant Director for explanation as per the "Guiding Practices" section,