

# Australian International Conservatorium of Music

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Patrons: The Hon. John Aquilina, MP & Rev. Father Arthur Bridge AM, OAM



## AICM Refund Policy

### Agreements for Refunds

1. To apply for a refund, you must complete a Refund Application form [number PS 44] and submit it to the AICM Administration Office.
2. A refund will be made only after you have returned completed enrolment documentation.
3. Enrolment Fee, 'Friends of the AICM' Fee, accommodation, placement fee and airport pick-up fees are NOT refundable.
4. Tuition fees are refundable in full, less enrolment fee, overseas student lodgment fee and administration costs, if a Visa application is rejected and the official rejection advice is made available to the AICM.
5. If you cancel your enrolment more than 28 days before enrolment date, then AICM will refund 90% of tuition fees within 21 days of Refund Application being submitted.
6. If you cancel your enrolment less than 28 days before enrolment date, then AICM will refund 75% of the tuition fees within 21 days of the Refund Application being submitted.
7. If you cancel your enrolment on or after enrolment date, the tuition fees WILL NOT be refunded. No exceptions will be made to this regulation.
8. AICM reserves the right to cancel or defer courses, and to alter course timetables and class locations.
9. Where AICM cancels or defers a course, which has already begun, the proportion of all tuition fees paid to AICM will be refunded equivalent to the proportion of the course that has not been delivered.
10. Monies to be refunded are not paid directly to students in Australia, but are paid directly to the source from which they were received.
11. A refund in respect of an enrolment received through an agent will normally be made to you through that agent.
12. Refunded fees will also incur an additional administration charge of 5% of the original course fee.
13. This agreement does not remove the right to take further action under Australia's Consumer Protection Laws.
14. If the AICM, as a provider, defaults, the full amount will be refunded within 14 days of Refund Application being submitted.