



Refund Policy

Refund Statement

Capernwray Torchbearers Australia Limited will refund the fees within four weeks after the day the student withdraws from the course, less any amounts related to expenses the School incurred for the student's course before the day the student withdrew from the course. The School will issue a statement explaining how the refund is worked out in accordance with the School Refund Policy.

Refund Policy – Overseas Student

Cancellation Prior to Commencement of Course:

Refund less administration expenses totalling no more than the lesser of:

- \$250
- 5% of the total amount of course money that the School received in respect of the student for the course before the day the student withdrew from the course.

Non-completion of Course:

Refund of course money that the School received in respect of the student before the day the student withdrew from the course, less the following deductions:

- the proportion of course money that is equal to the duration of the course provided to the student before the day the student withdrew from the course.
- 50% of balance of above proportion (or less at the discretion of the Principal for exceptional circumstances) to offset expenses of accommodation and other domestic services that cannot be offered to another student.

Refund of OSHC:

Monies that the School has received on behalf of the student for OSHC will be refunded in accordance to the following position:

- If the School has paid the OSHC fee on behalf of the student before the day the student withdrew from the course, a refund will need to be obtained from Medibank Private.
- If the School has not paid the OSHC fee on behalf of the student before the day the student withdrew from the course the School will refund the full OSHC fee received on behalf of the student.

Refund Policy – Australian Student

Cancellation Prior to Commencement of Course:

Refund less administration expenses totalling no more than the lesser of:

- \$250
- 5% of the total amount of the course money that the School received in respect of the student for the course before the day the student withdrew from the course.

Non-completion of Course:

Refund of course money that the School received in respect of the student before the day the student withdrew from the course, less the following deductions:

- the proportion of course money that is equal to the duration of the course provided to the student before the day the student withdrew from the course.
- 50% of balance of above proportion (or less at the discretion of the Principal for exceptional circumstances) to offset expenses of accommodation and other domestic services that cannot be offered to another student.

Austudy/Student Allowance:

If the student is in arrears with School fees when the student withdraws from the course because he/she is receiving payments from Centrelink, the School will invoice the student for:

- the proportion of course money that is equal to the duration of the course provided and

- 50% (or less at the discretion of the Principal for exceptional circumstances) to offset expenses for accommodation and other domestic services that cannot be offered to another student.

Refund in the event of non-delivery of course

In the event that Capernwray Torchbearers Australia is unable to deliver the course offered, Capernwray Torchbearers will contact the applicant/student within 7 days following sufficient evidence for being unable to deliver the course. A full refund of monies paid will be offered and given within 7 days after written notification by the applicant/student requesting a refund.

Capernwray Torchbearers will also notify the applicant/student of other colleges delivering the course and/or other Capernwray Torchbearer Bible Schools which may accept the student.