

**GRIFFITH UNIVERSITY**  
**REFUND POLICY FOR INTERNATIONAL STUDENTS**  
**(Section 3 of the University's Fees and Charges Policy)**

**3.6.1 Refund of Tuition Fees Paid as a Deposit before the Student has Commenced Study**

The University will make a full refund of tuition fees paid as a deposit by a student, if any of the following conditions occur:

- (a) the applicant provides documentary evidence that the application for a visa has been unsuccessful;
- (b) the offer of a place is withdrawn by the University or the University is unable to provide the program for which an offer has been made;
- (c) the applicant is unable to satisfy prescribed conditions stipulated in the University's letter of offer

Notwithstanding the above, the University reserves the right to retain a processing charge of **A\$400** should an applicant provide incorrect or incomplete information in conjunction with their application for admission.

If the student provides written notification prior to the first day of the semester that the student is not commencing study, the University will refund the tuition fees paid as a deposit by the student, less a processing charge of **A\$400**.

**3.6.2 Refund of Tuition Fees During the Student's Period of Study**

Provided the reasons for withdrawal are acceptable to the University, fees paid in respect of a semester by a student may be refunded as follows (refer to [Schedule H – Census Dates for Charges Liability and Refund Eligibility](#)):

- (a) If the student cancels their enrolment in the program or requests leave of absence from the program, and written notification is received from the student prior to the commencement of semester, all fees paid in advance for that semester are refundable.
- (b) If the student is excluded from the University for failing to satisfy academic progress requirements, all fees paid in respect of the semester from which the exclusion takes effect are refundable.
- (c) If the student cancels their enrolment in the program or requests leave of absence from the program, and written notification is received from the student within the first four weeks of the semester (before the census date), tuition fees paid for that semester are partially refundable. The student remains liable for an amount of A\$2000 in this situation.
- (d) In the case of enrolment in the summer semester, the last date for partial refund of tuition fees (the census date) is set out in (refer to [Schedule H – Census Dates for Charges Liability and Refund Eligibility](#)):

**(e) Refund due to denial of reinstatement of enrolment**

If the student's enrolment is cancelled for non-payment or partial payment of fees by the due date and payment is subsequently received, but it is so late in the semester that reinstatement of enrolment is denied on academic grounds, the student may choose to have a refund made or the payment applied against the next semester's fees.

**3.6.3 Program Change**

If the student transfers from one program to another, the student is liable for the tuition fee related to the new program. Where the student has already paid the tuition fee for the first program, and the new program has a higher tuition fee, the student must pay the additional tuition fee. Where the new program has a lower tuition fee, any tuition fees in credit will be credited towards the next semester's tuition fees, or refunded as provided in section 3.10.

**3.6.4 Withdrawal from Course**

If the student withdraws from a course but does not withdraw from the program, and the withdrawal is effected prior to the census date (refer to [Schedule H – Census Dates for Charges Liability and Refund Eligibility](#)), the tuition fee for that course will normally be credited towards the next semester's tuition fees.

Alternatively, on application from the student, approval may be given for the tuition fee to be refunded as provided in section 3.10.

**3.6.5 Withdrawal from Course on Granting of Credit**

If a student receives credit for a course in which they are enrolled, the full tuition fee paid by the student for that course will be treated according to section 3.6.4, even if notification of credit approval is received after the census date.

**3.7 No Fee Refund**

If a student cancels their enrolment in a program or takes leave of absence from a program or withdraws from a course for any reason after the census date specified in [Schedule H – Census Dates for Charges Liability and Refund Eligibility](#), the University will not refund any of the fees paid, unless the provisions of Section 3.8 apply.

**3.8 Withdrawal in Compassionate Circumstances - Grounds For Refund**

If a student cancels their enrolment in a program or takes leave of absence from a program or withdraws from a course after the census date specified in [Schedule H – Census Dates for Charges Liability and Refund Eligibility](#)), for any of the following reasons:

- (a) illness or disability;
- (b) or death of a close family member (parent, grandparent, sibling, spouse or child); or
- (c) political or civil event or natural disaster which prevents payment of fees;

these reasons may be accepted as grounds for a partial refund of fees as provided for in [section 3.6.2 \(c\)](#), provided that adequate documentary evidence is provided to support the application for a refund.

The student may also be eligible for withdrawal without academic penalty.

The process for applying for a refund and withdrawal without academic penalty in compassionate circumstances, including the time period within which an application must be lodged, is set out in the [Student Administration Policy](#).

**3.9 Permanent Residency**

**3.9.1** If a commencing student provides evidence of becoming a permanent resident of Australia prior to their commencement of study in the program, the offer of an international student place will be withdrawn and all tuition fees will be refunded, less a processing charge of **A\$400**. The student may then apply for a place as an Australian resident student either as a Commonwealth supported student or a fee-paying student through the normal processes.

**3.9.2** If, after commencing study in the program, a student obtains permanent resident status in Australia and provides evidence of permanent resident status prior to the census date, the student will be provided with a domestic fee-paying place. The student will be eligible for a refund of the difference between the fee as an international student and the fee for a domestic fee-paying student.

**3.9.3** If a student obtains permanent resident status but does not fulfil the conditions set out in section 3.9.2 by the census date, the student will not be eligible for a full or partial refund of tuition fees paid for the semester in which the residency status changed. On continuing their enrolment in the next semester, the student will be enrolled as an Australian resident student in a domestic fee-paying place.

**3.9.4** A student who is enrolled as a domestic fee-paying student because of a change of residency status may apply for a Commonwealth supported place at the next admission period, provided that the student satisfies the conditions for transfer from a domestic fee-paying place to a Commonwealth supported place, as set out in the [Undergraduate Admissions Policy](#).

**3.9.5** The above processes also apply to an international student who becomes a New Zealand citizen during the course of their study.

**3.10 Remittance Of Refund**

All refunds for which students are eligible, with the exception of refunds arising from withdrawal from a course (refer to [sections 3.6.3](#) and [3.6.4](#)), will be

- (a) forwarded to the student by bank draft or by telegraphic transfer to the student's home country less any costs associated with the bank transfer or purchase of the draft; or
- (b) upon application by the student, remitted to another Australian education institution to which the student is transferring, subject to the receipt of documentary evidence from the education institution regarding the student's transfer.

An application by a student for a refund to be paid to them at an Australian address will only be considered in exceptional circumstances.

Student refunds are normally paid to the person or organisation which originally paid the fees unless documentary evidence is available to justify payment to a third party.

**PAYMENT OF REFUNDS**

To seek a refund you must complete the Request for Refund Form. Applications for a refund are generally processed within 21 days. Refunds may be credited toward the next semester's fees in circumstances where payment is received so late in the semester that reinstatement of enrolment is denied on academic grounds.

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

Fees & Charges Policy is located on the web at: <http://www62.gu.edu.au/policylibrary.nsf/mainsearch/52056f5bf51fca114a256bac0062f70d?opendocument>