



# OXFORD COLLEGE

Provider: Advanced Academy Pty. Ltd. trading as above. Provider No: 02570E

A.C.N 106 061 769  
 Level 6, 815 George Street Sydney, N.S.W. 2000, Australia  
 Postal: P.O BOX K392 Haymarket, Sydney, N.S.W. 1240, Australia  
 Website (Homepage): <http://www.oxford-college.com.au>  
 Or <http://www.specialty-language.com.au>  
 E-mail: [info@oxford-college.com.au](mailto:info@oxford-college.com.au)  
 Or [info@specialty-language.com.au](mailto:info@specialty-language.com.au)  
 Tel: (61 2) 9211 7411 Fax: (61 2) 9212 3861

## ADVANCED DIPLOMA OF BUSINESS CERTIFICATE II and IV IN BUSINESS

Fees from 1st January 2018

(In Australian dollars) (The fees and details are subject to change without notice)

<b>Course Starting Dates:</b> (Courses are subject to demand)			
<b>Standard</b>	2018: January 22, February 26, April 16, May 21, July 16, August 20, October 8, November 12 2019: January 29, March 4, April 29, June 3, July 22, August 26, October 14, November 18		
<b>Fee Structure (all prices in AS) (Promotional Offer):</b>			
<b>BSB20115 CERTIFICATE II IN BUSINESS</b>	(20 weeks tuition + 6 weeks holiday):	\$3 750	
<b>BSB40215 CERTIFICATE IV IN BUSINESS</b>	(20 weeks tuition + 6 weeks holiday):	\$7 500	
<b>BSB60215 ADVANCED DIPLOMA OF BUSINESS</b>	(24 Weeks tuition + 6 weeks holiday):	\$12 600	
<b>19 MONTHS</b> Advanced Diploma program of package courses (Cert II and IV and Advanced Diploma) is offered at \$12 600 and this program provides a pathway of study for students who wish to develop their knowledge and skills in Business. (Duration and fee are subject to change without notice). Enrolment Fee: \$200 (Not Applicable for students who study an English course at Specialty Language Centre) <b>RPL (Recognition of Prior Learning) assessment fee: \$120</b> <b>Issuing of Statement of Attainment Fee: \$80</b> <b>Re-Assessment Fee will be \$100 in the case that students missed out on their assessment on time or are required to be reassessed as a result of being assessed the first time as "not yet competent", are required to submit the training log for observation evidence together with all assessment materials that have been assigned to you. Please note that students need to pass all units to satisfy the student's visa condition against academic progress.</b> <b>Overseas Student Health Cover (OSHC) Student Visa only 2018 The fees are according to 'BUPA' Insurance Company's Prices.</b> Government Regulations require you to pay a health cover premium (OSHC). This must be paid for the duration of visa with your tuition fees.			
<b>Accommodation</b>		<b>Guardianship for students under the age of 18 years:</b>	
<b>Placement Fee:</b>	\$280 / Placement	Guardian Placement Fee: \$245 / Placement Guardian Fee: \$60 (per week) <b>Airport Transfer Fee: \$160</b> <b>(For 18 years old or over)</b>	
<b>Homestay Fee (Single):</b>	<b>Adult</b>	<b>Under 18 years old</b>	<b>Under 18 years with lunch pack</b>
2 weeks	\$ 652 (total)	\$ 792 (total)	\$ 848 (total)
3 weeks	\$ 945 (total)	\$1116 (total)	\$1191 (total)
4 weeks or more	\$1220 (total)	\$1440 (total)	\$1540 (total)
		<b>Homestay fee (share):</b> 4 weeks or more (\$260 per week) Includes 2 meals per day on weekdays and 3 meals per day at weekends. <b>Room Only Homestay (Use of kitchen for own cooking):</b> 4 weeks or more \$260 (per week)	
<b>How to pay:</b> Payment should be made in the form of a bank cheque or draft in Australian dollars made payable to "Advanced Academy Pty. Ltd. TA Oxford College Special Account" or payment may be remitted by Telegraphic Transfer direct to our account (062-006-11551772) at Commonwealth Bank of Australia, 691-693 George Street, Haymarket, Sydney NSW 2000.			
<b>Refund Policy</b> This policy has been updated in relation to the student's Tuition Fees and other fees received in accordance to ESOS ACT 2000, ESOS Regulation and National Code 2007. This policy applies to the new and re-enrolling students. 1. Any request for refund, whether it be for visa refusal or not, is to be made in writing to the College's Administration Officer. The recipient of refund will be you or your parent in case your age is less than 18.			
<b>VISA REFUSAL</b> The College requires the original rejection letter from the Department of Home Affairs and the College's document for authorisation of third party, if applicable, to receive a refund with signatures in the case that the recipient of the refund is different from the student.  <b>Cancellation Fee:</b> \$500 or 5% of the course fee received from you, whichever is less according to 46D(7) and 47E(4) of the ESOS Act 2000.			
<b>OTHER REASON</b> Enrolment, Accommodation (including Homestay) and Guardian Placement fees and Airport transfer fees are not refundable for "Other Reason" other than Visa Refusal.			
<b>A. Written notice received 28 days or more before the original course starting date:</b>			
If you wish to cancel your enrolment for any other reason and your written notice is received by the College 28 days or more before your <i>original course starting date</i> , the following cancellation fee applies:  <b>Cancellation Fee:</b> equivalent to 30% of the Total Tuition Fee (as shown on the Agreement)			
<b>B. Written notice received less than 28 days before the original course starting date:</b>			
If you cancel your enrolment and you notify the College in writing less than 28 days before your <i>original course starting date</i> , the following cancellation fee applies:  <b>Cancellation Fee:</b> equivalent to 50% of the Total Tuition Fee (as shown on the Agreement)  * 100% tuition fee will be retained in the case of Visitor, Working Holiday visa or Work and Holiday visa.			
<b>C. After the original course starting date:</b>			
If you cancel your enrolment or withdraw from the course on or after your <i>original course starting date</i> , the tuition and other fees including tuition and other fees for the principal course in the case of a package of 2 or more courses will be retained and not be refunded, that is, no refund.			

- International Money Transfer Bank fees will be deducted from a refund.
- There will be no refunds or deductions for public holidays or bank holiday (only for ELICOS courses usually on the first Monday in August).

**\*\*\*Original course starting date:** It is the original starting date shown on the first agreement initially issued. In case of a package courses, it would be the date of the first course that is initially issued. Example: if you enrolled in Certificate II, Certificate IV and Diploma, it is the original start date of Certificate II.

#### **Other circumstances when “No Refund” applies:**

In the case of your default with the following circumstances:

- reason for visa refusal is because of fraudulent or bogus documents provided during the visa application.
- the course starts at the Colleges’ campus on the agreed starting day, but you do not start the course on that day (and have not previously withdrawn in writing); or
- you withdraw from the course at the Colleges’ campus (either before or after the agreed starting day); or
- the College refuses to provide, or continue providing, the course to the student at the Colleges’ campus because of one or more of the following events:
  - you failed to pay an amount you were liable to pay the College, directly or indirectly, in order to undertake the course;
  - you breached a condition of your visa, (including Unsatisfactory Attendance and Unsatisfactory Course Progress);
  - misbehaviour by you
- The College reserves the right to withdraw all its services if your conduct disrupts the normal operation of classes, such as a disruption. This includes bringing your friend or other third party into a class. In these cases, no fee will be refunded. (Refer to “Students’ rights and responsibilities” document for further information).

**Once a visa has been approved, no refund will be made notwithstanding of the afore-mentioned other conditions except the case where the College cancels, terminates or defers the course, in which case you will be refunded the amount of course money the College received in accordance with the Education Services for Overseas Students Act 2000.**

2. If refund applies, the refund will be made within 4 weeks after the default day. The ‘Receipt’ document is to be signed and returned to the College immediately upon receipt of the refund.

3. TPS (Tuition Protection Service) does not apply for enrolment fee, material fees (textbooks, resources, calculator, stationery, tools, uniform, etc.), administration fees, sports and excursion fees, examination fees, work placement fees, OSHC fee, RPL (Recognition of Prior Learning) assessment fee, accommodation (homestay, etc) placement and accommodation fees, guardian placement and guardian fees, airport transfer fee and any other fees and charges other than tuition fee.

Should you wish to cancel your accommodation and/or welfare arrangement for any other reason than a refusal of your visa, Homestay and Guardian fees that the College received will be refunded only if you notify the College in writing more than 28 days before your course starting date.

4. In case of Third Party:

If you are introduced to the College through a third party which retains any portion of your payment, or charges or any additional fees paid by you, such monies will not be refunded by the College, as such the third party/person shall be deemed to be your agent and not an agent of the College.

5. The College reserves the right to cancel or defer courses, and to alter course timetables and class locations without notice. If the College fails to start to provide the course to you at our Colleges’ campus on the agreed starting day or ceases to provide the course at our Colleges’ campus at any time after it starts, but before it is completed; and you have not withdrawn before the default day, within 14 days, either you will be offered a place in an alternative course at the College’s expense, that is accepted by you in writing or you will be refunded the unused portion of the tuition fees (The refund amount is the product of the weekly tuition fee X number of weeks in default period) that the College received in accordance with the Education Services for Overseas Students Act 2000.

#### **CONDITION OF ENROLMENT:**

1. You or, if you are under the age of 18, your parents/guardian must agree to indemnify the College and/or its staff from any responsibility and/or claim for any possible injury, damage or loss during your attendance at any of our programmes or stay at the host family.

2. Entry fees on excursions are an extra cost to students.

3. Entry requirements for the Colleges’ courses shall be in accordance with the ESOS Act 2000, the National Code and rules set by Government Departments.

4. Conditions of Enrolment for Principal course:

In the case of a package of 2 or more courses, the College charges a cancellation fee applying for all the tuition fees including the tuition fee of a principal course and this will be deducted from a refund if any.

5. The full amount of total invoice amount (Document of Offer) as per the Payment Schedule in the attached ‘Document of Offer’ shall be paid at the time of enrolment unless instalment arrangements or a different time of payment is agreed and specified in the College’s invoices (Document of Offer). In the case of scheduled payments and specially agreed instalments the College reserves the right to charge you a penalty of not less than \$200 each time for every delay in your payments. Notwithstanding this clause, If you fail to pay fees on due date or at the latest upon receipt of due notice, the College reserves the right to terminate your enrolment. An instalment plan if any mentioned, is offered only in case students are unable to pay tuition fees as per the College’s standard Payment Schedule, but this will not negate our standard terms of payment, i.e. according to the College’s standard Payment Schedule and the College’s Refund Conditions regarding a cancellation fee the College charges in case of refund. A cancellation fee as per the College’s Refund Conditions applies also to unpaid tuition fees in the ‘Document of Offer’, not just to the paid instalment amounts.

### Complaints and Appeal:

The above Conditions do not remove the right of the student to complain and appeal through the College's Complaints and Appeals Processes and also this Agreement and the availability of Complaints and Appeal Processes do not remove the right of the student to take further action including Overseas Students Ombudsman and other external Support Services such as outside registered counsellors under Australia's consumer protection laws. Upon signing the enrolment form you are deemed to have entered into a written agreement with the College based on the conditions of enrolment, **and have agreed that all information provided by you including personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by you of a student visa condition may be made available to Australian Government and designated authorities and if relevant, the Tuition Protection Service (TPS) and the Overseas Students Tuition Fund (OSTF)**, pursuant to obligations under the ESOS Act 2000 and the National Code. The College's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies. You have an obligation to notify the College of current contact details and any change of address and contact details while enrolled in the course. In case of emergency, please contact Duke Ihara-Park at (02) 9211 7411.

*You will find more information including 'Policies and Requirements' and also 'ESOS Requirements' (List of Agents) on our website: <http://www.oxford-college.com.au>. If you have a plan to bring your school-aged dependant/s with you, you should be aware of Australia's schooling obligation and options, including the fact that your school aged dependant/s will be obliged to attend school whilst in Australia, and that school fees may be incurred. For further details, please see the DHA website: <https://www.homeaffairs.gov.au/>.*