

STUDENT FEES & CHARGES



**CHARLESTON
ENGLISH**

STUDENT FEES & CHARGES

Enrolment/Application fee (not refundable)	AUD \$ 200.00	Administration Fee	AUD \$500.00
Confirmation of Enrolment fee (COE)	AUD \$ 50.00	Re-Issue General Document Fee	AUD \$50.00
Deferment/Suspension fee	AUD \$ 350.00	Re-issue CoE fee	AUD \$250.00
Material fee (per term)	AUD \$10.00/week	Priority Processing fee	AUD \$ 50.00
Change Class Timetable**	AUD \$60.00	Late payment fee	AUD \$200.00
** From 2nd request.		Student Card & Lanyard (new student)	AUD \$ 5.00
		Student Card / Lanyard Replacement	AUD \$10.00

CANCELLATION AND FEE REFUND POLICY

The request for refund must be made in writing to Charleston English by using the Refund Application Form.

- No refunds will be paid to a third party unless it is indicated at the time the refund application is lodged, that any refunds due are payable to a third party.
- Where a refund is approved, Charleston English will make payment of refunds within 28 days of receipt of Refund Application Form.

Withdrawal request must be made in writing to our administration office by using the Deferment, Suspension or Cancellation of Enrolment Application Form.

Enrolment fee	No Refund
Tuition Fees	
Visa refused prior to course commencement (except for fraud, forge or misleading documents)	Full refund less an administration of \$500
Withdrawal at least 28 days (prior to the initial course agreed start date)	50% refund of tuition fees less an administration fee of \$500
Withdrawal less than 28 days (prior to the initial course agreed start date)	No Refund
Withdrawal after the initial course agreed start date	No Refund
Visa or CoE cancelled due to student breach of their visa conditions or misbehaviour by the student	No Refund
Does not commence (i.e. does not arrive, or has not arranged with us for a later start because of health or compassionate reason)	No Refund
Visa extension is refused after course commencement	No Refund
Withdrawal from any continuing study, including any continuing CoE	No Refund

Note: Agreed course start date is the date indicated on the student's Confirmation of Enrolment (CoE)

*Deferment, Suspension or Cancellation of Enrolment Application Form must be received at least 28 days prior to the commencement of the following term/s. For deferment, No refund will be applicable unless visa has not been granted. No refund will be given after an approved deferment or suspension.

PAYMENT METHOD AND DUE DATES

All tuition fees and student fees are paid per semester. View the payment due dates by logging into your student portal.

Students who do not pay all fees owing by the due date may have their enrolment cancelled. Failure to pay the overdue amount by the due date is subject to \$200.00 late payment penalty fees.

All prices are quoted in Australian Dollars (\$AUD). Course availability is subject to minimum numbers. Information is correct at the time of printing. Charleston English reserves the right to change course structure, content or fee scales any time without notice.

Tuition fees can be paid by

Bank Draft / Bank Cheque /
EFTPOS / Credit card (2% fee applies) /
Direct deposit

Fees can be forwarded to the following

Bank: Commonwealth Bank
BSB: 062 000
SWIFT Code: CTBAAU2S

Account Name: Charleston English PTY LTD
Account Number: 1706 3610
Reference: Your name & Reference Number