

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.

Application Fee:

The application fee of \$50 paid at the time of submitting the application is non-refundable.

Cancellation Prior to Commencement of Course:

In the event of cancellation, notice must be received in writing

- A cancellation received more than three (3) months prior to the commencement of the enrolled course will receive a refund of 50% of deposit
- A cancellation received less than three (3) months prior to the commencement of the enrolled course the deposit will be deemed non-refundable
- In the event that full fees have been paid and a cancellation is received more than one (1) month prior to the commencement of the enrolled course a refund of full fees minus deposit will be made
- In the event that full fees have been paid and a cancellation is received less than one (1) month prior to commencement of the enrolled course it will be up to the discretion of the director what percentage of fees minus deposit will be refunded.

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 up to the day the student withdraws 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.

Fees Subject to Change

Please note that fees may be subject to change. If fees are increased, there will be no additional increase if the Application Fee \$50 (AUD) has been received by the Bible School. If fees are decreased, there will be no adjustment or refund of the decreased amount once the Application Fee \$50 (AUD) has been received by the Bible School subject to the discretion of the National Director.

Protection of Fees

On receiving the Application Fee, Deposit and Balance of Fees, all monies are deposited in a 'Student Trust Account', (WESTPAC) which is a separate bank accounts assigned only to receive School Fees. Money from the student is not drawn from this account until the calendar year the student commences the course. Capernwray Torchbearers Australia is also a member of a Tuition Assurance Scheme.

Refund in the event the course is not delivered

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 offer 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.