

REFUND POLICY

Australian International Islamic College | CRICOS No. 02724C

1. Purpose

This refund policy outlines the conditions under which fees may be refunded to families enrolled at the school.

2. Eligibility for Refunds

Refunds may be granted under the following circumstances:

- **Withdrawal from School:** If a student withdraws from the school prior to the start of the term, a full refund of tuition fees paid for that term will be issued. Withdrawals, after the term has started, will be subject to a pro-rated refund based on the number of weeks attended.
- **Overpayment:** If fees are overpaid, a refund will be issued for the excess amount upon request.

3. Non-Refundable Fees

The following fees are non-refundable:

- **Enrolment Fees**
- **Excursion Fees**
- **Fees for materials or services that have already been provided**
- **Any other fees specified as non-refundable at the time of payment**

4. Requesting a Refund

To request a refund, parents/guardians must complete a refund request form and submit it to the school office along with any necessary documentation (e.g., proof of withdrawal, payment receipts).

5. Processing Time

Refunds will be processed within 2-4 weeks of the request being approved. The refund will be issued via the original payment method whenever possible.

6. Policy Review

This policy will be reviewed annually and may be updated as necessary to reflect changes in school operations or regulations.