

TERMS AND CONDITIONS OF ENROLMENT

Preamble

Barton International College (Barton College) complies with the Refunds and Transfers Policy and the ESOS Act, National Code Australia and any applicable State and Territory requirements. Barton College Enrolment Fee is payable once only on each enrolment and is only refundable in limited circumstances involving provider default. For further information on the College's Study Cancellation and Refund Policy, please refer to **the College Student Handbook**.

Refund Policy

1. The Enrolment Fee, Material fee, Accommodation Placement Fees and Airport Pick-Up Fees are non-refundable whether you complete your course or not.
2. A \$400 fee is payable for administering course cancellation.
3. Tuition Fees and Overseas Student Health Cover (OSHC) are refunded in full if your VISA application is rejected and you provide official written notification of the refusal from the Australian Government or Department of Immigration and Border Security.
4. Student Default; no refund will be given if a student:
 - has given false or misleading information;
 - fails to comply with the conditions of enrolment at the College;
 - is in breach of their VISA requirements as imposed by the Australian Government; and/or
 - withdraws after the commencement date of the course.
5. Tuition Fee refund; if you give written notice of your intention to withdraw from a course:
 - 8 (Including 8th week) weeks prior to the commencement date, 70% of total tuition fees will be refunded less a cancellation fee of \$400;
 - 3-7 weeks prior to the commencement date, 50% of total tuition fees will be refunded less a cancellation fee of \$400;
 - 2 weeks (Including 2nd week) prior to the commencement date, 30% of total tuition fees will be refunded less a cancellation fee of \$400;
 - after the commencement date, tuition fees will not be refunded.
6. Where 2 or more courses are packaged, the conditions apply to all elements. Note that for packaged courses the course start date is taken to be the start date of the first course.
7. Commencement of the course is defined as the course start date in the first Application Form submitted by the student or agent and not subsequent to changes to the starting date.

8. In the unlikely event that Barton College is unable to deliver your course in full, you will be offered a refund for the portion of the course for which you have paid but which you have not been delivered or assessed. The refund will be paid to you within 14 days of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course at no extra cost to you. You have the right to choose whether you would prefer a refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you have accepted the placement. If Barton College is unable to provide a refund or place you in an alternative course, under the Tuition Protection Service (TPS), you will be placed in a suitable alternative course at no extra cost to you (unless you choose a more expensive replacement course). If this is not possible, you will be eligible for a refund as calculated by the Funds Manager.
9. Course and other fees are not transferable to other students or institutions but may be transferred to another course within Barton College at the discretion of the college.
10. Any approved refunds are made payable to and sent to the student as applicable in Australian dollars.
11. Fees for services paid to education agents by students are not covered by this refund policy.
12. This refund policy applies to all tuition fees paid to Barton College and includes any tuition fees paid to an education agent to be remitted to the college.
13. All refund considerations will be strictly limited to the money paid, which Barton College has received from the student as tuition fees only (i.e. exclusive of all non-refundable fees and agents' commission—whether this commission was deducted before or after student payment to Barton College.)

Conditions of Offer

1. All students must be 18 years or over at the time of enrolment at Barton International College (BIC).
2. That you pay the minimum initial deposit, as mentioned in the Enrolment Agreement.
3. Fulfilment of the visa requirement of Department of Immigration and Border Protection (DIBP) if an overseas student.
4. You should return the Enrolment Agreement (duly completed and signed) and pay the required initial deposit to Barton International College (BIC). Once received, BIC will issue you with an eCoE, which will allow you to proceed with your Student Visa application.
5. You are expected to arrive in Sydney well before the commencement of the course and finalize your enrolment and attend the Orientation program. The College is obliged to report your non-commencement to DIBP within thirty (30) days from the course commencement date if you fail to report to the College on the commencement date or fail to contact the College to make alternate arrangements.

Other Fees	
Course Deferment and Suspension Fee	\$250 + tuition fee for the duration of deferral and suspension requested for.
Late payment fee	\$100 weekly
Course Cancellation Fee	\$400
Library Book Loan	\$100*
Damaged Book	Full price of the book*
Reissue of certificate	\$50
Replace ID card	\$15
Material fees (a text book will be provided for every 10 weeks of study or for each level as applicable)	E.g. if a student enrolls for 8 weeks and would like to order a text book, that student would have to pay 2 weeks extra material fees to be given a text book.
OSHC	As per the invoice given by the OSHC provider
BIC Internship Placement fee (non-refundable)	\$280
Airport pick up (Optional)	\$160

* Library Resources

There are some resources available for use by students. Students wishing to borrow a book will need to leave a \$100 cash deposit on top of any material fee for the courses. The \$100 cash deposit is refunded on the book's return. The book can be borrowed for a maximum of 2 weeks and late return will incur a \$2 per day penalty adjusted from the paid deposit for the book. If the book is damaged, the full price of the book will be charged from the deposit to replace it with the new book in the library. Student can keep the damaged book.

Payment Options

Barton International College - Level 1, 76-78 Liverpool Street, Sydney NSW 2000. Phone: 02 9283 4237 |
Email: info@bartoninternational.com.au | CRICOS Code 03506E | ABN 44 605 772 692 | bartoninternational.com.au

1. Cheque
2. Bank Draft
3. Money Order payable to Barton International College
4. Credit Card

Card Type: visa Master card

Cardholder's Name: _____

Card Number

Expiry Date /

Amount

CCV

Cardholder's signature _____

5. Transfer into BIC Bank Account

Account Name: Barton International College Pty Limited
Bank: Australia and New Zealand Banking Group Limited (ANZ)
Branch: Pitt Street, Sydney
BSB: 012013
Account Number: 415988508
SWIFT Code: ANZBAU3M

Student Orientation

1. Orientation is a legal requirement. You must attend the orientation programme. Failure to arrive on time may mean that your start date will be delayed.
2. Orientation is conducted on the day of the course commencement. Its purpose is to fully inform new students of most aspects of life at the college and provide an introduction to studying, Sydney's cost of living, transportation, facilities and accommodation etc.
3. In addition, the college staff will be introduced, a tour of the campus will take place and an opportunity to ask questions will be given.

Complaints and Appeals

1. The College has a proper grievance and dispute resolution procedure in place whereby a student can lodge a complaint or grievance of any kind. This procedure is detailed in the Student Handbook.
2. Complaints and appeals should be made in writing using the Complaints and Appeals Form, or other written format and sent to BIC's head office at Level 6, 72 Bathurst Street, Sydney NSW 2000, attention to the Principal Administrator.
3. A student may seek assistance from a formal external authority within 10 working days if they are not satisfied with the decision reached. The independent party is the Overseas Students Ombudsman (OSO). This service is free of charge.

Privacy and Collection

Barton College may collect personal information about you, including:

- the information on this form;
- information provided by you, or your representative, in relation to your application;
- information on other forms or documents requested by, and provided by you or other educational institutions to the College;
- information about any suspected breach by the student of a condition of their visa, including, but not limited to, attendance and progression.

Queens College collects information for the purpose of:

- assessing your application;
- providing services to you;
- facilitating Viva's internal business operations including the fulfilment of legal requirements. The College is required by law to collect and share information with the Australian Government and designated authorities, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager from time-to-time.

The information that is shared includes:

- personal and contact details;
- course enrolment details and changes;
- and the circumstance of any suspected breach by the student of a student visa condition. You are obligated as a condition of your visa to notify the College of a change of address while you are enrolled in your course.

Information may additionally be shared with:

- service providers who assist the College with the operation of its business;
- in the case of an emergency, your next of kin or nominated person;
- if appropriate, your agent as your education representative.



For further information about Barton International College (BIC) and the services we provide to international students, please refer to our *Student Handbook available on our website*. If you require any further assistance do not hesitate to contact info@bartoninternational.com.au, quoting your full name and date of birth.