

Fees and Refund Policy

Fees and Refunds

Principal Academy of Dance is entitled to charge fees for services provided to students undertaking training and assessment that leads to a nationally recognised outcome.

Fees payable

Fees are payable when a student has received a confirmation of enrolment. The initial fee payment must be made prior to commencing training or within 7 days of receiving an invoice from Principal Academy of Dance. Principal Academy of Dance may discontinue training if fees are not paid in accordance with the agreed fee schedule. The current fees and charges for Principal Academy of Dance are published within the current schedule of fees and charges.

Schedule of Fees and Charges

The Chief Executive officer is responsible for approving Principal Academy of Dance Schedule of Fees and Charges. The schedule of fees and charges is to include the following information:

- the total amount of all fees including course fees, administration fees, material fees and any other charges for enrolling in a training program;
- payment terms, including the timing and amount of fees to be paid and any non-refundable deposit/administration fee;
- the nature of the guarantee given by Principal Academy of Dance to honour its commitment to deliver services and complete the training and/or assessment once the student has commenced study;
- any discounts, fee reductions or exemptions available for multiple enrolments, concession card holders, continuing students, group bookings etc;
- the fees and charges for additional services, including such items as issuance of a replacement qualification parchment or statement of results and the options available to students who are deemed not yet competent on completion of training and assessment; and Principal Academy of Dance Refund Policy

Enrolment Cancellation

If a student who wishes to cancel their enrolment, they must provide notice in writing. This may be via email or letter. Principal Academy of Dance staff who are approached with initial notice of cancellation are to ensure the student understands their rights with regards to the refunding of tuition fees. The student is also to be advised of other options such as deferring the enrolment and re-commencing in another scheduled training program.

Students who provide written notice to cancel their enrolment and who are eligible for a refund are to be provided with a Refund Request Form. Students' who may not be eligible but are requesting a refund should also be provided with the Refund Request Form so the Chief Executive Officer can properly consider the request.

Refunds

The following refund policy will apply:

- Students who provide notice to cancel their enrolment prior to the commencement of a program, will be entitled to a full refund of fees paid.
- Students who provide notice to withdraw after a program has commenced will incur a percentage of the course as detailed on page 3.

Census Dates

The census dates are the last dates you can submit your form to request to withdraw your enrolment without incurring a percentage of the course as indicated above. For example, if a request is submitted after 7th March and prior to 6th June, 25% of the full course fees will be required with any advanced payments above this cost fully refunded.

Fee Periods

- A refund will be granted for any prepayment made for a fee period not yet commenced.
- If a student withdraws or requests to defer after a census date, a percentage of the full course fees will be required as detailed.
- A refund will be granted for any prepayment made for a fee period not yet commenced.
- The purpose of the fee periods is to ensure students do not incur a cost for the whole course upfront.

The Chief Executive Officer in all situations may exercise discretion, if the student can demonstrate that extenuating or significant personal circumstance led to their withdrawal. In these cases, the student should be offered a full credit toward the tuition fee in another scheduled program in-lieu of a refund. Chief Executive Officer may also authorise a refund of tuition fees if the circumstances require it.

Where refunds are approved, the refund payment must be paid to the student within 14 days from the time the student gave written notice to cancel their enrolment. Tuition refunds are to be paid via electronic funds transfer using the authorised bank account nominated by the student on the Refund Request Form.

| Course Code | Course Name | Start Date | End Date | Census Dates | Fee Period | Withdrawal Fees |
|-------------|-------------------------------------|--------------------------|---------------------------|----------------------------|------------|-----------------|
| 52749WA | Advanced Diploma of Performing Arts | 2 nd February | 16 th December | 7 th March | 1 | 25% |
| | | | | 6 th June | 2 | 50% |
| | | | | 7 th August | 3 | 75% |
| | | | | 18 th September | 4 | 100% |

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|-------------|----------------------------|--------------------------|---------------------------|----------------------------|------------|-----------------|
| 52748WA | Diploma of Performing Arts | 2 nd February | 16 th December | 7 th March | 1 | 25% |
| | | | | 6 th June | 2 | 50% |
| | | | | 7 th August | 3 | 75% |
| | | | | 18 th September | 4 | 100% |

| Course Code | Course Name | Start Date | End Date | Census Dates | Fee Period | Withdrawal Fees |
|-------------|--|--------------------------|---------------------------|--------------------------------|------------|-----------------|
| CUA50313 | Diploma of Dance Teaching & Management | 2 nd February | 16 th December | 7 th March | 1 | 25% |
| | | | | 6 th June | 2 | 50% |
| | | | | 7 th August Yr2 | 3 | 75% |
| | | | | 18 th September Yr2 | 4 | 100% |

| Course Code | Course Name | Start Date | End Date | Census Dates | Fee Period | Withdrawal Fees |
|-------------|---|--------------------------|---------------------------|----------------------------|------------|-----------------|
| CUA40313 | Certificate IV in Dance Teaching & Management | 2 nd February | 16 th December | 7 th March | 1 | 25% |
| | | | | 6 th June | 2 | 50% |
| | | | | 7 th August | 3 | 75% |
| | | | | 18 th September | 4 | 100% |

| Course Code | Course Name | Start Date | End Date | Census Dates | Fee Period | Withdrawal Fees |
|-------------|--------------------------|--------------------------|--------------------------|--------------------------------|------------|-----------------|
| CUA30113 | Certificate III in Dance | 2 nd February | 20 th October | 7 th March | 1 | 25% |
| | | | | 6 th June | 2 | 50% |
| | | | | 7 th August Yr2 | 3 | 75% |
| | | | | 18 th September Yr2 | 4 | 100% |

| Course Code | Course Name | Start Date | End Date | Census Dates | Fee Period | Withdrawal Fees |
|-------------|-------------------------|--------------------------|--------------------------|----------------------------|------------|-----------------|
| CUA20113 | Certificate II in Dance | 2 nd February | 20 th October | 7 th March | 1 | 25% |
| | | | | 6 th June | 2 | 50% |
| | | | | 7 th August | 3 | 75% |
| | | | | 18 th September | 4 | 100% |

Our Guarantee to Clients

If for any reason Principal Academy of Dance is unable to fulfil its service agreement with a student, Principal Academy of Dance must issue a full refund for any services not provided. The basis for determining “services not provided” is to be based on the units of competency completed by the student and which can be issued in a statement of attainment at the time the service is terminated.

Limiting fees being paid in advance

Principal Academy of Dance acknowledges that it has a responsibility under the Standards for Registered Training Organisations to limit the fees paid by students in advance of their training and assessment services being delivered. To meet our responsibilities Principal Academy of Dance may accept payment of no more than \$1,500 from each student prior to the commencement of the course. This requirement applies regardless of the payment for the fees are being made directly or through a third party.

Following the course commencement, Principal Academy of Dance may require payment of additional fees in scheduled payments in advance from the student but only such that at any given time, the total amount required to be paid in advance does not exceed \$1,500.

Payment of GST

GST is exempt under section 38-85 GSTR 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for ‘professional or trade course’ is a GST-free education course.

ATO reference:

Where a student is enrolled in a course, which is offering units of competency or a whole qualification, the course fees attached to this enrolment will be exempt from the payment of GST. GST does apply on the payment of some miscellaneous charges where these charges are in addition to and outside the normal services offered in a course. Please refer to Principal Academy of Dance schedule of fees and charges for details of what GST is and is not applied to.

Miscellaneous Charges

Principal Academy of Dance will levy some miscellaneous charges for services. These may include:

- Re-issuing a certificate after it has been initially issued to a student.
- Replacing issued learning materials which the student has lost or damaged
- Re-assessment services

These miscellaneous charges are to be clearly specified in Principal Academy of Dance Schedule of Fees and Charges. It is to be made clear if these services will include GST. All miscellaneous charges are to be based on a cost recovery basis and are not intended to be a source of profit.

Student complaints regarding fees or refunds

Students who are unhappy with Principal Academy of Dance arrangements for the collection and refunding of tuition fees are entitled to lodge a complaint. This should occur in accordance with Principal Academy of Dance complaints policy and procedure.