Tuition Fee Refund Policy For Full Time Students

Fee Payment Policy

Students pay a **non-refundable** K200 ***Application fee*** to apply for a place in a course of study at the IEA College of TAFE.

Students who meet entry criteria will then be provided with a letter of offer.

On acceptance of this letter of offer 100% of the total tuition fee must be paid.

Students will not be enrolled until either 100% of the tuition fee has been paid, or they have in place a payment plan approved by the TAFE Manager.

Students who do not pay the full 100% of their tuition fee will not be entitled to graduate and will not receive a testamur or academic transcript.

Withdrawal and Refund Policy

To withdraw from a course of study, the student must complete a ***Withdrawal Form*** (available from campus administration).

If the student withdraws **within four weeks** of course commencement, they will receive a **full refund**, less a K400 ***Administration fee***.

If a student withdraws four weeks after course commencement, they will receive **no refund** unless the withdrawal is for a valid reason, in which case the student is entitled to a pro-rata refund of the tuition fee.

Examples of valid reasons for withdrawal include:

- Serious illness resulting in extended absence from classes;
- Family tragedy;
- Injury or disability that prevents the student from completing their program of study; or
- Other exceptional reasons are at the discretion of the IEA College of TAFE Manager.

In all cases, relevant **documentary evidence** (for example, a medical certificate) is required.

Withdrawal and Refund applications MUST be made before the end of the semester that the student is enrolled in. **Requests will NOT be accepted after the end of the semester**.

Refunds will be processed within fifteen (15) working days of the receipt of a withdrawal form by the IEA College of TAFE administration. Refunds will only be made to the bank account of the Sponsor.

Students or sponsors who dispute the refund entitlement may lodge an appeal to the Board of the International Education Agency of PNG Ltd.