

## Professional Year Refund Policy

All students seeking a refund must complete and submit the Application for Refund Form, available from Accountants Resource Centre.

Refund will normally be made in Australian dollars within four weeks of receipt of a written request form the student.

### 1. Application Fee

The Application Fee of \$250 is non-refundable under any circumstance.

### 2. Option 1 – Full payment

#### Full Refund

Accountants Resource Centre will provide a full refund (Course Fee) within 4 weeks of receipt of written notice of cancellation where:

1. Accountants Resource Centre is unable to offer the Professional Year / SMIPA and where a suitable alternative cannot be provided.
2. Accountants Resource Centre refuses the application for enrolment
3. Written notice of cancellation is received at least 4 weeks prior to commencement of the Professional Year / SMIPA.

#### Partial Refund

A refund will be provided (Course Fee) within 4 weeks of receipt of written notice of cancellation, less the amounts to be retained by Accountants Resource Centre as detailed below:

1. A refund of 90% of Course Fee will be provided by Accountants Resource Centre if a student gives written notice of cancellation at least 14 days before the commencement of the Program.
2. A refund of 65% of Course Fee will be provided by Accountants Resource Centre if a student gives written notice of cancellation less than 14 days before the commencement of the Program.
3. If the written cancellation is received after commencement of the Program, but prior to the completion of the first 10 weeks of the Program, Accountants Resource Centre will retain a non-refundable amount equal to 75% of the tuition fee.

#### Melbourne Office:

Suite 1/200 Toorak Rd  
South Yarra VIC 3141  
Tel: 03 9827 2828 or 03 9827 2126  
Email: [info@accountantsRC.com.au](mailto:info@accountantsRC.com.au)

#### Sydney Office:

Level 1, 283 George St  
Sydney, NSW 2000  
Tel: 0405 828 505  
Email: [arc.info.sydney@gmail.com](mailto:arc.info.sydney@gmail.com)

#### Adelaide Office:

113-115 King William Street  
Adelaide, SA 5000  
Tel: 0405 828 505  
Email: [arc.info.adelaide@gmail.com](mailto:arc.info.adelaide@gmail.com)

### **No Refund**

No refund is payable if a student gives the written notice after the commencement of the 11<sup>th</sup> week of the Program of an inability to undertake the Program.

### **3. Option 2 – Four Installments / Monthly Installments**

#### **Full Refund**

Accountants Resource Centre will provide a full refund (Course Fee) within 4 weeks of receipt of written notice of cancellation where:

1. Accounting Resource Centre is unable to offer the Professional Year / SMIPA and where a suitable alternative cannot be provided.
2. Accounting Resource Centre refuses the application for enrolment
3. Written notice of cancellation is received at least 4 weeks prior to commencement of the Professional Year / SMIPA.

#### **Partial Refund**

A refund will be provided (Course Fee) within 4 weeks of receipt of written notice of cancellation, less the amounts to be retained by Accountants Resource Centre as detailed below:

If written cancellation is received less than 28 days prior to the commencement of the program, Accountants Resource Centre will retain a non-refundable amount equal to 70% of Installment 1.

#### **No Refund**

No refund is payable if a student gives the written notice after the commencement of the Program of an inability to undertake the Program.

Students who fail or withdraw from any unit/element of the Program after commencement will have to repeat the unit/element at their own cost.

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Level 1, 283 George St  
Sydney, NSW 2000  
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Email: [arc.info.sydney@gmail.com](mailto:arc.info.sydney@gmail.com)

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113-115 King William Street  
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Email: [arc.info.adelaide@gmail.com](mailto:arc.info.adelaide@gmail.com)

**Declaration:**

I have read and accepted all of the terms and conditions of the Refund Policy.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date signed: \_\_\_\_\_

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