



## IKON Institute of Australia Terms and Conditions of Enrolment

All applicants must read and agree to these terms and conditions prior to enrolling in the course.

### Payment of fees:

- The student agrees to pay the tuition fees and additional charges in accordance with the 2016 Fee Schedule.
- Fees may be paid directly to IKON Institute of Australia or deferred through the Commonwealth Government's FEE-HELP student loan scheme.
- Payment of semester/module tuition fees in full OR your signed direct debit agreement OR your completed Application for FEE-HELP form must be received no later than the **ENROLMENT CLOSING DATE** as published on the Ikon Institute website.

**Withdrawal/deferral from units of study** (Refer to Deferral and Withdrawal Policy at [www.ikoninstitute.com.au](http://www.ikoninstitute.com.au)).

- All applications for withdrawal/deferral from units of study must be submitted on the prescribed withdrawal/deferral form and addressed to the Education Support Officer **(08) 8350 9753**

### For deferral/withdrawal on or before the Unit of Study Census Date.

- VET FEE-HELP students: provided that correct formal withdrawal procedures have been followed, including submitting a completed Application for Deferral/Withdrawal Form to the Education Support Officer prior to the census date for the unit(s) of study, the student will not incur a VET FEE-HELP debt for that unit of study.
- For other students: Within 28 days of receiving notification of withdrawal, the IKON Institute of Australia will issue the student with either a refund for overpaid tuition fees or a 30 day invoice for tuition fees still outstanding. Alternatively, unused tuition fees paid can be held in credit for a maximum of 14 months in accordance with terms and conditions of enrolment. Deferred fees held in credit that are not used for tuition at the IKON Institute of Australia within 14 months will be forfeited.

### For withdrawal/deferral after the Unit of Study Census Date.

- For VET FEE-HELP students: If the student has requested VET FEE-HELP assistance for their study, they will incur a VET FEE-HELP debt for tuition for the unit(s) of study and will be legally required to repay this debt. In cases of special circumstances\* preventing completion of the unit(s) of study, the student can apply in writing to the IKON Institute of Australia within 2 months of why to have the VET FEE-HELP debt re-credited proportionate to the unused tuition period.
- For all other students: No tuition fee refund is payable for withdrawal/deferral after the unit of study census date and tuition fees remain due and payable by the student. However in cases of special circumstances\* preventing completion of the unit(s) of study, the student can apply in writing to the IKON Institute of Australia within 2 months of the census date to have the unused portion of fees refunded.

\*Special circumstances are outlined in the Deferral and Withdrawal Policy, which is available from Ikon Institute administration office (Ph: 08 8350 9753) and published at [www.ikoninstitute.com.au](http://www.ikoninstitute.com.au).

### Non-Attendance

- No refund or release from financial commitment will be granted for non-attendance.

I have read and understood the above Terms and Conditions of Enrolment and hereby agree to them in full:

**By entering my name and checking 'Yes' I agree (having the same effect as a pen-and-paper signature) that I have accurately identified myself in this form and that I intend to accept and be bound by the information provided and received in this form.**

Yes

Signed (applicant):

Dated: / /

### Fee Protection

Student fees are protected by Australian Government recognised Tuition Assurance Scheme through the Australian Council for Private Education and Training (ACPET).

In the unlikely event that Ikon Institute defaults and is unable to provide a course of study or continue a course of study, ACPET will arrange for students to enrol in a similar course of study and receive full recognition for any successfully completed units of study already undertaken.

Under these circumstances, students will not be charged for any unit of study they have already paid for at Ikon Institute.