

## Conditions of enrolment

The following is a summary of the College's policies. Detailed information can be obtained from the "Policies" page on the NCPS website <http://www.ncps.edu.au/policies-and-forms>.

### Fees – General

1. Your Letter of Acceptance will list the fees you should pay: tuition fees and any other general charges levied by NCPS. All required fees must be paid in advance for each trimester.
2. The tuition fee per unit for each course can be found at <http://www.ncps.edu.au/current-students/tuition-fees/>. Fees are reviewed annually, any changes to the schedule of fees will be updated on the website as they become available. As a student of NCPS, you understand that you may be liable for any changes to NCPS's fees.
3. Fees are correct at the time of printing. NCPS reserves the right to vary its fees at any time.
4. Should it be necessary for you to repeat a unit/module, the full unit/module fee is payable.
5. Course fees only cover the cost of your tuition.

### Refund policy

If you withdraw or vary your enrolment on or before the relevant Census Date you will receive a refund of any unspent tuition fees paid upfront in relation to the withdrawal or variation to enrolment application. Refunds of upfront tuition fees will be processed within 21 days of your application being approved. Further information on NCPS's Refund Policy, visit [ncps.edu.au/current-students/tuition-fees](http://ncps.edu.au/current-students/tuition-fees).

If you have applied for FEE-HELP and withdraw from your study at NCPS on or before the relevant Census Date you will not incur a FEE-HELP debt for the units from which you have withdrawn.

If you withdraw from your studies after the relevant Census Date you will be liable for tuition fees paid upfront or you will incur a FEE-HELP debt for your enrolment in that period, unless special circumstances apply. Further details are available in the FEE-HELP Review and Appeals Procedures on the College website at [ncps.edu.au/policies-and-forms](http://ncps.edu.au/policies-and-forms).

### Withdrawal

If you have paid fees to NCPS and subsequently wish to withdraw your enrolment, you will be subject to the NCPS refund policy. Notification of withdrawal from your course must be made in writing to NCPS via submission of a Withdrawal from Study form to the Student Administration Department. This form can be obtained by emailing [info.ncps@navitas.com](mailto:info.ncps@navitas.com).

### Deferral

If you have paid fees to NCPS and wish to defer your admission until a later trimester due to compassionate or compelling circumstances you must advise NCPS in writing. NCPS will hold any fees paid in advance until commencement of that trimester, for further information refer to [ncps.edu.au/policies-and-forms](http://ncps.edu.au/policies-and-forms) on the College website.

### Complaints

If you have a complaint or inquiry regarding refunds, please refer to the College's Academic Grievances, Complaints and Appeals Policy and Procedures or the Non-Academic Grievances, Complaints and Appeals Policy and Procedures which can be found at [ncps.edu.au/policies-and-forms](http://ncps.edu.au/policies-and-forms).

### Tuition assurance

NCPS is a member of an approved Tuition Assurance Scheme for Australian domestic students and conforms to the requirements of the Tuition Protection Service (TPS) established by the Australian Government for overseas students.

This assures current and intending students of NCPS courses that lead to an NCPS issued AQF award that they will be offered a suitable alternative course or have unspent course money refunded if NCPS cannot provide the course for which the student has paid. Further information about NCPS's tuition assurance arrangements is available at [ncps.edu.au/current-students/tuition-fees/](http://ncps.edu.au/current-students/tuition-fees/).

## **Other conditions**

1. You are expected to attend all classes, undertake all assessment and examinations during your course, and abide by the rules and regulations of NCPS that are in force at any time.
2. NCPS may, by written notice, vary the conditions of enrolment as may be necessary to comply with any law, regulation or amendment thereof, of the Commonwealth of Australia or the States of New South Wales, Queensland, South Australia and Victoria.
3. In the event of circumstances requiring urgent medical care and where it is not possible to contact the parent/guardian, NCPS is authorised as a matter of urgency to seek and provide appropriate medical care.
4. NCPS reserves the right to withdraw a course from offer at its discretion. If you are unable to enrol in a similar course(s) at NCPS and the enrolment is cancelled, any unspent fees paid in advance will be refunded.
5. You are expected to read the NCPS Policies and Procedures available online at [ncps.edu.au/policies-and-forms](http://ncps.edu.au/policies-and-forms). Acceptance into an NCPS course is conditional upon your agreement to be bound and abide by the policies, procedures and terms set out in the NCPS Policies and Forms, as updated from time to time on the College website.