

# Professional Year / SMIPA Terms & Conditions - Fee and Refund Policy

For intakes between November 12th 2010 and April 30th 2011

The following are the special Terms and Conditions, and fee & refund policy applicable to all Professional Year participants who commence in a Navitas Professional Year Program between November 12th 2010 and April 30th 2011.

## Special Condition:

The Special Conditions are in addition to, and need to be read in conjunction with, the Terms and Conditions on the Professional Year Application Form 2010 or 2011.

1. Navitas will allow participants to withdraw from the program without additional course fees payable under the following conditions:
  - a. The participant presents Navitas with an original copy of a valid IELTS test score in their name, and taken after their commencement date, that awards them a score of IELTS 7.0 in all four bands of the IELTS test;
  - b. The participant provides the required IELTS 7.0 score prior to June 30th 2011;
  - c. The participant has completed a minimum of 8 weeks of the Professional Year program for which they enrolled;
  - d. The participant has completed less than 24 weeks of the 26 weeks of the coursework of the Professional Year Program.
  - e. The participant started in a program that commenced between November 12th 2010 and April 30th 2011.
  - f. The Refund Policy outlined in this document is applied if the above conditions are met. If not, the Terms & Conditions on the Application Form 2010 or 2011 will be applied.
2. Navitas will provide an unpaid internship to any candidate who withdraws from the program after meeting the conditions above, and meeting the following conditions:
  - a. The participant has paid the insurance fee of \$200 prior to the arrangements for the unpaid internship;
  - b. The participant has maintained the minimum attendance requirement (see Terms & Conditions on Application Form 2010 or 2011) and has submitted all required assessments;
  - c. The participant attends (for no added fee) any elements of the coursework that Navitas deems as required;
  - d. The participant has a resume available through NavitasCV.

There will be no additional course fee for the unpaid internship.

## Fee & Refund Policy Applicable to Participants during the Special Condition period

The Fee & Refund Policy outlined below replaces the Fee & Refund Policy on the Professional Year Application Form 2010 or 2011 in the circumstances where the participant meets the Special Conditions above.

### Application Fee

The application fee is \$250. It is non-refundable under any circumstance.

### Insurance Fee

The Insurance Fee is \$200. It is payable prior to the commencement of the internship, and is invoiced at the time of Instalment 4, unless the Special Condition is met. Where the Special Condition is met, the Insurance Fee is payable prior to the arrangements for the unpaid internship commencing.

### Tuition Fees

Program Fees will be paid in the following instalments:

#### **Instalment 1**

\$4500 is payable a minimum of 14 days prior to the commencement of the Professional Year Program.

#### **Instalment 2**

\$2000 is payable at the completion of Week 8 of the Professional Year Program.

#### **Instalment 3**

\$2000 is payable at the completion of Week 16 of the Professional Year Program

#### **Instalment 4**

\$4250 is payable at the commencement of Week 24 of the Professional Year Program, inclusive of the Insurance Fee.

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## **Refund Policy**

The following Refund Policy applies to all participants in the Special Conditions Period:

### **Full Refund**

Navitas Workforce Solutions agrees to refund to the original fee paying party upon receipt of written notice of cancellation by the student, all tuition fees paid:

- Where Navitas Workforce Solutions refuses the application for enrolment;
- Where written notice of cancellation is received more than 28 days prior to the commencement of the Program.

### **Partial Refund**

Navitas Workforce Solutions agrees to refund to the original fee paying party upon receipt of written notice of cancellation by the student, all tuition fees paid, less amounts retained below:

- If written cancellation is received less than 28 days prior to commencement of the program, Navitas will retain a non-refundable amount equal to the Instalment 1;
- If written cancellation is received after the commencement of the program and 10 weeks have been completed, and the Special Conditions do not apply, Navitas Workforce Solutions will retain a non-refundable amount equal to Instalments 1, 2 & 3.

### **No Refund**

Navitas Workforce Solutions will make no refund of the tuition fees if:

- Notice to withdraw is received more than 10 weeks after the commencement of the program, and Special Conditions do not apply (the participant is liable for all 4 instalments).

### **Refunds under Special Consideration**

Once a participant has been granted the right to withdraw under the 'Special Conditions' they are not liable for any additional tuition fees. However, they are not entitled to any refund on fees paid.

An unpaid internship will be provided for no additional tuition fees. Participants are still liable for the Insurance Fee.

## **Program Inclusions**

- Coursework for the Professional Year;
- IELTS test preparation and one IELTS test;\*
- Ongoing job placement services;\*
- 12 week unpaid internship;
- Special condition to withdraw after attaining a 4 band IELTS 7.0, with the unpaid internship still included;
- On-line CV Portal through NavitasCV;
- Orientation Program;
- Graduation Program;\*
- Certificate III in Business under the AQTF;\*
- Access to on-line resources;
- Internship references;
- All insurance required for the program.

\* participants who withdraw under Special Conditions WILL NOT receive an IELTS Preparation or IELTS Test if not completed before withdrawal; on-going job placement services which is for PY graduates only; graduation program or Certificate III in Business.