



# *The Postgraduate School of Dentistry*

## *Fees, Cancellation & Refunds Policy*

### **Course fees**

Information about course fees is included on our website at [www.pgdentalschool.edu.au](http://www.pgdentalschool.edu.au).

An initial invoice of \$1,500 will be issued when enrolment is confirmed. The remainder of the course fee is payable by 14 monthly instalments of \$1,000 and a final instalment of \$500. All fees must be paid in full within five days of receiving an invoice from the Postgraduate School of Dentistry, or by direct debit. The Postgraduate School of Dentistry may discontinue training if fees are not paid as required.

### **Other fees**

Re-issue Qualification	\$30
Re-issue Statement of Attainment	\$30
Re-issue Record of Results	\$30

### **Fees can be paid by:**

- Credit Card;
- Electronic Funds Transfer (account details available on request); or
- Cheque (made payable to the the *Postgraduate School of Dentistry*).
- *Zero Interest Finance*, pay "Fees-by-Instalments" is offered to students on a case by case basis, where eligible students may be offered to pay their fees over an extended period of time (24 or 36 months). Please contact Belinda Askew at the Postgraduate School of Dentistry for the relevant application forms.

Any change to fees will be published to The Postgraduate School of Dentistry's website: [www.pgdentalschool.edu.au](http://www.pgdentalschool.edu.au).

## Student Cancellation & Refunds

- Initial enrolment fees are refundable by 50% if students give written notice to cancel their enrolment less than 10 days after the enrolment fee has been paid and they have not yet commenced the course. (“Commencement” is defined by the student logging into the PGSD learning platform, Moodle, which is electronically tracked).
- Initial enrolment fees are non-refundable if students give written notice to cancel their enrolment more than 10 days after the enrolment fee has been paid and they have not yet commenced the course.
- Students who give written notice to cancel their enrolment after commencement of a Unit of Competency will not be entitled to any refund of fees applicable to that unit. And the student is liable to pay the Unit Fee of \$2,500 per Unit of Competency completed and/or commenced.
- However, discretion may be exercised by the Chief Executive Officer in certain situations, if the student can demonstrate that extenuating or significant personal circumstance led to their withdrawal. In these cases, a 50% credit may be offered towards the course Unit Fees payable.
- Written notification must be received by emailing [accounts@pgdentalschool.edu.au](mailto:accounts@pgdentalschool.edu.au) and, if the timing of the notification allows for a refund of any fees paid, the email must include the student’s bank details (Account name, Account number & BSB) for electronic transfer of the refund due.
- Within three weeks (21 calendar days) of receiving the written notification, if the student has requested and is entitled to a refund, the request will be processed and the refundable amount transferred into the student’s nominated bank account.

## Student Cancellation & Refunds - Zero Interest Finance (relating to students have applied for and been approved to take advantage of PGSD 24 or 36 finance options)

- If students give written notice to cancel their enrolment less than 10 days after enrolment and they have not yet commenced the course, 50% of the Initial enrolment fee will be payable to PGSD. Hence, the total amount owing to PGSD is \$750. PGSD will debit the students credit card for \$375 per month, for 2 months in total (2 payments) plus the one-off \$100 Set-up Fee and \$100 Finance Cancellation fee.  
(Commencement is defined by the student logging into the PGSD learning platform, Moodle, which is electronically tracked).
- If students give written notice to cancel their enrolment more than 10 days after enrolment and they have not yet commenced the course, the full Initial enrolment fee will be payable to PGSD. Hence, the total amount owing to PGSD is \$1,500. PGSD will debit the students credit card for \$375 per month, for 4 months in total (4 payments) plus the one-off \$100 Set-up Fee and \$100 Finance Cancellation fee.
- If students give written notice to cancel their enrolment and has commenced the course, the full Initial enrolment fee plus \$2,500 per Unit of Competency completed and/or commenced will be payable to PGSD. PGSD will debit the students credit card each month at the same rate as the Fee-by-Instalment Agreement (plus the usual \$20 monthly administration fee, and a \$100 Finance Cancellation fee) until the debt is cleared.

## **Cancellation by the Postgraduate School of Dentistry**

If a payment has been made and the Postgraduate School of Dentistry:

- terminates the training and assessment arrangement early\*; or
- fails to provide the agreed services\*

a student will be entitled to a full refund of the fee paid if the training to which the payment relates has not yet commenced or a proportionate refund if it has commenced.

The refund will be made within three weeks (21 calendar days) and will be transferred into the student's nominated bank account.

\* A student may be not entitled to a refund if the student is default if paying by Fee-by-Instalment.