



الكلية الأسترالية في الكويت
Australian College of Kuwait

Refund Policy

Application Fee

A non-refundable Application Fee is payable for all new student applications. The Application Fee is a fee in addition to the Tuition Fee and is currently set as follows:

- KD30 for students applying to study a diploma course; and
- KD50 for students applying to study for the degree program.

Deposit

Applicants accepting an enrolment offer must pay a deposit to secure their place in the course. This deposit must be paid by the day specified in the letter of offer otherwise the offer lapses. The deposit amount is as follows:

- KD300 for students enrolling in an English Program course;
- KD335 for students enrolling in a diploma course;
- KD650 for students enrolling in the business degree programs; and
- KD750 for students enrolling in the bachelor of engineering technology degree programs

plus KD70 for the Amenity fee.

Total Refund of Tuition Fee

If at any time before the scheduled commencement of classes ACK withdraws an enrolment offer for any reason outside the control of the student, then the deposit (including Amenity fee) and any other tuition fees already paid will be fully refundable. ACK will retain the Application fee to cover administrative costs.

The following applies to students enrolled in Semester 1 (Fall Semester) of an Academic Year:

The deposit is part of the Tuition Fee and will be fully refundable if the student withdraws, in writing, from the course more than 60 days prior to the first day of classes. If withdrawal occurs 60 days or less before the scheduled first day of commencement of classes, there will normally be no refund of the deposit.

The following applies to students enrolled in Semester 2 (Spring Semester) of an Academic Year:

The deposit is part of the Tuition Fee and will be fully refundable if the student withdraws, in writing, from the course at least 7 days prior to the first day of classes. If withdrawal occurs 6 days or less before the scheduled first day of commencement of classes, there will normally be no refund of the deposit.

ACK reserves the right to vary this section of the policy to accommodate special circumstances. Requests, in writing, should be sent to the Vice-President, Student Affairs who will determine an appropriate refund on a case-by-case basis.

Partial Refund of Tuition Fees

Tuition Fees paid by an enrolled student, not including the non-refundable Application Fee and not including the deposit and amenity fee, may be refunded on the following basis:

The following applies to students enrolled in Semester 1 (Fall Semester) of an Academic Year:

- 100% if within 60 days before the day of scheduled course commencement, either the student notifies ACK of their withdrawal in writing, or ACK withdraws the offer of enrolment because the student provided incorrect or incomplete information;
- 90% if notification of withdrawal, in writing, occurs on the day of scheduled course commencement or within the 7 days thereafter;
- 50% if notification of withdrawal, in writing, occurs after 7 days and before completion of 28 days of scheduled course commencement.

The following applies to students enrolled in Semester 2 (Spring Semester) of an Academic Year:

- 100% if within 7 days before the day of scheduled course commencement, either the student notifies ACK of their withdrawal in writing, or ACK withdraws the offer of enrolment because the student provided incorrect or incomplete information;
- 90% if notification of withdrawal, in writing, occurs on the day of scheduled course commencement or within the 7 days thereafter;
- 50% if notification of withdrawal, in writing, occurs after 7 days and before completion of 28 days of scheduled course commencement.

Refunds are determined by Student Affairs based on the Withdrawal Form and the accepted date thereon.

No Refund of Tuition Fees

A student who withdraws 28 days or more after the scheduled course commencement is not eligible for a refund of tuition fees

Exceptional Circumstances

ACK reserves the right to vary this section of the policy to accommodate special circumstances. Requests, in writing, should be sent to the Vice-President, Student Affairs who will determine an appropriate refund on a case-by-case basis.

Payment of Refunds

On notification of withdrawal and where a request for fees refund is approved, payment of refunds will normally be made by ACK:

1. within 2 weeks after receipt of the notification of withdrawal where the course does not commence on the day the course is scheduled to start or on a later day agreed between the providers and the student
2. within 4 weeks after receipt of the notification of withdrawal in all other cases.