

P.19.03

STUDENT FEES PROTECTION POLICY

1.0 SCOPE

The AVETA Students Fees Protection Policy has been designed to protect student funds paid by international students held by AVETA, on behalf of the student, until the Australian Visa is granted. The same situation applies to local international students who pay fees in advance of a course start date.

It also covers all fees paid by the student covering tuition, materials, application, and OH&S.

On receipt of these fees AVETA will transfer these funds directly into an independent Trust Account established for the student and will not access these funds until the Visa is granted or an application for refund is received from the student (refer to Refund Policy and Procedure P.18.02).

With regards to AVETA trust accounts established on behalf of students; AVETA will place all fees paid in advance into the trust account by the close of the following business day.

AVETA will arrange for the transfer of the student funds held in the Trust Account into AVETA's Operating Account for use in the provision of training, educational and student support services, to the student, as determined by AVETA.

AVETA reserves the right to amend this policy at any time to ensure compliance with applicable State and Federal Laws.

2.0 DEFINITIONS

Student: *A Student enrolled at the AVETA who is a domestic student, local International student or direct International student.*

International Student: *A student who is a direct International student or a local International student.*

Direct International Student: *A student granted an initial visa to attend and study at AVETA.*

Local International Student: *A student granted an initial visa to attend another Australian educational institution and wants to extend or change the conditions to that visa by enrolling at AVETA.*

3.0 REFUNDS FOR ALL STUDENTS

(Refer to the Refund Policy P.18.02 and Refund Procedure PR.18.02)

4.0 ADVICE TO STUDENTS

AVETA will ensure that this policy and associated procedures are:

- Reflected in all AVETA marketing materials
- Provided to students by AVETA agents