

Springdale India - India - Mumbai
 529 Mastermind 4, Royal Palms
 Aarey Colony, Goregaon E, Mumbai 65
 Mumbai 400065
 INDIA

Congratulations! We are pleased to provide you with an offer to study at the University of Tasmania. The details of your offer can be found below:

Advanced Diploma of Applied Science (Nautical Science) - Year 2 (Watchkeeper - Deck)/(Watchkeeper <500GT) (22Q)

Course name:	Advanced Diploma of Applied Science (Nautical Science) - Year 2 (Watchkeeper - Deck)/(Watchkeeper <500GT)
Course CRICOS Code:	093278M
Campus:	Launceston
Attendance mode:	Full-time
Orientation date:	Please see Program Comments below for details.
Course start date:	30 January 2023
Course end date:	31 December 2023
Course duration:	1 years
Estimated total study periods to complete:	See attached 'Enrolment and Fee Schedule'
Recognition of Prior Learning (RPL)	39.55 credit points

Conditions

Your offer is subject to the conditions and requirements found below. Conditions specify when they need to be met and which course they relate to. You will be unable to enrol if you do not fulfil these conditions and requirements:

Condition	Required for
Please provide a statement of purpose setting out your reasons for undertaking your intended course(s) of study in Australia. The statement should cover all the points in the attachment 'SOP Summary Document'.	Offer Acceptance
You must complete the Student Checklist that has been provided to you as a link via email, or as an attachment to an email. The University retains the right to not process your acceptance if the Student Checklist has not been completed. The University also retains the right to not process your acceptance based on the information you provide in the Student Checklist.	Offer Acceptance

Scholarships/Awards

You have been awarded an AMC National Centre for Ports and Shipping scholarship discount of 51%. Please view the attached fees schedule for details of your course fees.

Fee Information

Your total course fees payable have been itemised in the 'Enrolment and Fee Schedule' attached. The attached schedule is part of this agreement. The Total Commencement Fee quoted in this offer letter is the amount you are required to pay to accept this offer.

Tuition fees listed in your Letter of Offer are indicative only. Fees will be reviewed annually and are subject to change. The fees you pay in future years will be those approved for the corresponding academic year, and may not be the same as the fees listed in your Letter of Offer. Any tuition fee increases will be applied to all applicable courses in your Letter of Offer. You are strongly encouraged to regularly review the latest available tuition fee information at:

www.utas.edu.au/international/studying

Program Comments

Please visit the [First Steps](#) website for full details of your induction and orientation program. Induction and orientation is compulsory if you are studying on campus. Check the website before you commence as induction and orientation dates may change after you have accepted your offer. Information relating specifically to your course, including key dates, is available in the Course and Unit Handbook [here](#).

If you intend to undertake the AMSA Oral Examination on completion of your course, you should ensure that you meet the AMSA requirements prior to commencing your studies in Tasmania. For further information visit www.amsa.gov.au.

If you have an existing medical condition or health problem and are concerned that this may cause problems with a career afloat, you are strongly advised to undergo the relevant State/Territory or National medical examination PRIOR to giving up employment.

If you intend to use qualifications gained at AMC to undertake a State/Territory or National regulators oral examination to gain a seagoing Certificate of Competency, you should ensure you meet the regulator's medical standard for employment on board vessels at sea.

If you intend to undertake an (AMSA) oral examination for a seagoing Certificate of Competency on completion of your course, you will be required to undertake a sea-time assessment with AMSA prior to the oral examination, as per AMSA Marine Order 70, 71 or 72. To apply for AMSA Orals please use the follow link: [AMSA Booking oral final assessments](#)

Students who hold a GMDSS licence from an administration of that country that is eligible for a Certificate of Recognition (COR) should apply to AMSA by completing AMSA419 [AMSA Seafarer form 419](#). If you are not eligible for a COR then you are required to complete the short course.

Please note AMSA do not accept STCW short course certificates that are issued by an overseas administration in ECDIS, Advanced Fire Fighting and Proficiency in Survival Craft. If you hold STCW short course certificates in Tanker Familiarisation (Oil & Chemical), Tanker Familiarisation (Liquefied Gas) and Ship Security Officer which have been issued by the administration of that country that is eligible to be recognised by AMSA, please submit the credit application form.

COVID-19 Information

For the most recent travel advice and Covid19 regulations please refer to the Department of Home Affairs website for Australia <https://www.homeaffairs.gov.au/news-media/current-alerts/novel-coronavirus#content-index-1>. For Tasmania please go to <https://www.coronavirus.tas.gov.au/travellers-and-visitors/coming-to-tasmania>. The latest university updates are available at: <https://www.utas.edu.au/communications/coronavirus-update>

Important Information Regarding Location of Studies

Students commencing their course from Semester 2, 2022 onwards are expected to be studying on campus in Tasmania. Online study will no longer be available. Please notify us if you are not able to travel to Tasmania in time for the course start date, and we will send you a deferred offer for the next available intake.

How to accept your offer

For direct applicants:

1. Read through this offer letter and the attached documents and ensure you are able to comply with the requirements, terms and conditions.
2. Login to the [University of Tasmania Apply Online Service](#).
3. Go to your submitted application with the status 'Offer Made'.
4. Under 'Actions' go to 'Respond to Offer'.
5. Check your offer details and 'Accept Offer'.
6. Print, sign and upload the acceptance form before clicking the 'Accept Offer' button.
7. Pay the commencement fee detailed (once any acceptance and payment conditions have been met).

For agents:

1. Please refer to the following link for instructions: <http://www.utas.edu.au/international-agents/promoting-utas/studylink-connect>.

Payment should not be made until you have accepted your Letter of Offer online.

Course Deposit	AU\$7987.74*
English Program Materials Fee	AU\$0.00
Medibank Comprehensive Overseas Student Health Cover - 15 months of Single Cover	AU\$816.45^
Total Commencement Fee:	AU\$8804.19*

^The University will receive a commission from Medibank for organising your OSHC policy.

**This amount has been adjusted to reflect any scholarship if applicable.*

The University of Tasmania (UTAS) is Australia's fourth oldest university and it is one of Australia's premier universities for teaching excellence, receiving more teaching awards than any other Australian university ⁽¹⁾.

The prestigious ShanghaiRanking's Academic Ranking of World Universities 2016⁽²⁾ has placed UTAS in the top 300 universities worldwide. In addition, the QS World University Rankings By Subject ⁽³⁾ has placed UTAS amongst the world's top universities in a range of disciplines, with the University's Earth and Marine Sciences, and Agriculture and Forestry placed in the top 100 in the world, and Sociology, Geography, Environmental Studies, and Philosophy in the top 200. Furthermore, the Times Higher Education's World University Rankings has placed UTAS in its list of the 200 most international universities in the world universities ⁽⁴⁾.

Yours sincerely,



Craig Barling | Chief Marketing Officer, Division of Future Students

University of Tasmania

Student Journey
Private Bag 11
Hobart TAS
7001 Australia
www.utas.edu.au/international

ABN 30 764 374 782 / CRICOS 00586B

¹ Australian Government Office of Learning and Teaching 2012-2015

² ShanghaiRanking's Academic Ranking of World Universities 2016

³ QS World University Rankings by Subject, 2016

⁴ Times Higher Education World University Rankings, 2016

PERSONAL DETAILS (as they appear in your passport) - Please complete any missing information in BLOCK letters

Title:	<input type="text"/>	Gender:	<input type="text"/>
Given name(s):	<input type="text"/>	Date of birth:	<input type="text"/>
Surname/family name:	<input type="text"/>	Country of birth:	<input type="text"/>
Contact phone number:	<input type="text"/>	Citizenship:	<input type="text"/>
Student ID:	<input type="text"/>	Passport number:	<input type="text"/>

COURSE DETAILS

Course Code	Course Name	CRICOS	Orientation Date	Start Date
22Q	Advanced Diploma of Applied Science (Nautical Science) - Year 2 (Watchkeeper - Deck)/(Watchkeeper <500GT)	093278M	23 January 2023	30 January 2023

CONDITIONS

You must fulfil the conditions listed on your offer letter prior to beginning study. **You will not be able to enrol if the conditions are not met.**
Please check your offer letter for the conditions and provide any required advice/documentation as soon as possible via the online application system.

DECLARATION

I accept this Offer of Enrolment at the University of Tasmania. By accepting this Offer of Enrolment I have:

- Read, understood and accepted the details of the course(s) outlined in the Letter of Offer and on the University Course and Unit Handbook including information compulsory online or work-based training, placements, community-based learning, collaborative research training arrangements and any non-tuition fees that may be applicable; and
- Read, understood and accepted the details outlined in Appendix A - Conditions of Acceptance; and
- Read and understood the International Refund Policy at https://www.utas.edu.au/_data/assets/pdf_file/0017/1423205/International-Student-Fee-Refund-Procedure-V120.pdf; and
- Sufficient funds to pay for the entirety of my course, the Total Commencement Fee, the health insurance and living costs outlined in the Letter of Offer and agree to any advanced standing that has been applied to this offer.

PRINT STUDENT'S FULL NAME: _____

STUDENT/LEGAL GUARDIAN SIGNATURE: _____

DATE: _____

PASSPORT NUMBER: _____

Appendix A - Conditions of Acceptance

The student/the student's legal guardian¹ ('legal guardian') agrees:

1. That the student/legal guardian has read and understood the information about the course(s) the student is applying for; information about the University of Tasmania (the University) and the local environment in which the University is operating, including location of campuses and acknowledges that this information has also been made available to the student/legal guardian through the University's International Student website: www.utas.edu.au/international.
2. That the student/legal guardian has sufficient funds to cover both tuition and living expenses for the entire course duration and will be required to provide the University with evidence of their financial capacity to meet these costs based on the information made available through the University's International Student website: www.utas.edu.au/international/the-tasmanian-experience/tasmania/cost-of-living.
3. To comply with the rules of admission, fee payment, refund and enrolment at the University.
4. Tuition fees for continuing enrolment are due on the specified due date.
5. For students studying on campus orientation is compulsory and the dates for orientation are specified in the Letter of Offer.
6. The student is required to abide by the statutes and regulations of the University (<http://www.utas.edu.au/future-students>), and the regulations of the Department of Home Affairs (Home Affairs) regarding the student's visa (<http://www.homeaffairs.gov.au/Trav/Stud>).
7. The student must show original academic transcripts to University staff, or its representative, to be sighted and recorded.
8. This offer is valid for the stated course start date. A deferral could result in a change in tuition fees and/or re-assessment of academic entry and scholarships.
9. The University retains the right to amend course structure and content as required.
10. The student must enrol in this course of study within 5 days of the course start date. If the student cannot start on this date they should contact the University to organise a re-negotiated start date. If the student fails to do so, the University may cancel the electronic Confirmation of Enrolment (CoE). This can affect the validity of the student's visa.
11. It is my responsibility to ensure that my enrolment is correct by the census date. The University's International Student Enrolment policy can be found here: http://www.utas.edu.au/_data/assets/pdf_file/0016/1210246/International-Student-Enrolment-Policy.pdf
12. I must have engaged in my units of study (as described in the Unit Outline, for example through attendance, submission of assessments, accessing of unit content, use of systems, etc.) to the satisfaction of the Dean by the semester census date, in order to illustrate reasonable endeavours to pass my units and ultimately succeed in the course in which I am enrolled. I must also continue to engage beyond the census date. If I do not display satisfactory commitment in either regard, the University reserves the right to cancel my enrolment.
13. I acknowledge that I can withdraw from my unit without financial penalty up to the census date, and can withdraw with financial penalty but without academic penalty up until the end of week 7, or equivalent for non-standard semesters.
14. I acknowledge that the University is obliged by law to provide enrolment information to the Australian Government. This may affect Centrelink and other Government payments.
15. For international students, a failure to engage will result in reporting to the Government which may impact visa compliance.
16. I must enrol by the published enrolment closing date for a semester. A late enrolment fee may be charged for late enrolments.
17. In the event where the student has failed and is required to repeat any unit(s) the student may incur an additional cost.
18. Sponsored students will be required to submit a letter of guarantee from their sponsor when they accept the Letter of Offer, detailing the length of sponsorship (start and end dates) and what is covered by the sponsorship e.g. tuition fees, health cover, stipend etc.
19. Information is collected on this form and during your enrolment in order to meet our obligations under the *Education Services for Overseas Students Act 2000* (ESOS Act) <http://www.comlaw.gov.au/Series/C2004A00757> and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the National Code 2018) <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx> to ensure student compliance with the conditions of their visas and their obligations under Australian laws generally. The authority to collect this information is contained in the ESOS Act, the Education Services for Overseas Students Regulations 2001 (ESOS Regulations) and the National Code 2018. Information collected about the student on this form and during the student's enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. In other instances information collected on this form or during the student's enrolment can be disclosed without consent where authorised or required by law. The student/legal guardian authorises the release of information contained in this agreement, their application form, any further information collected during the application process to such agencies.
20. That the student has been provided with a description of the ESOS framework by the Australian Department of Education and Training (<http://education.gov.au/qualifications-recognition-esos-framework-tuition-protection-service>).
21. The student/legal guardian gives the University consent to access the student's visa status and study entitlements via the Visa Entitlement Verification Online (VEVO) Service.
22. The student cannot transfer to another institution within the time limit as stipulated in the student visa from the date of the student's arrival in Australia. If his/her principle course is less than the stipulated duration the student must remain at the University for the duration of that course. The University may approve a transfer in certain compassionate or compelling circumstances as prescribed under the ESOS Legislation and in accordance with the University's International Student Transfer Request Policy.
23. The student should advise the University of any disability or special needs prior to starting his or her course of study to ensure that the University is able to make adequate provision for the student's needs.
24. The student/legal guardian is responsible for keeping a copy of this agreement and receipts for any tuition or non-tuition fee payments.

¹ If the student is under 18 years of age at the time of this agreement, the student's parent / legal guardian should enter into this agreement on behalf of the student. If the student is under 18 years of age at the time of this agreement, and will not be living with a parent or Home Affairs-approved legal guardian in Tasmania, the student's Legal Guardian will be required to demonstrate to the University's satisfaction that the student has a guardianship/caregiver service that meets the University's standards, and that suitable accommodation and welfare arrangements have been made for the student. Alternatively, a student may request to be placed with a University recommended Care-provider Service.

Visa Conditions

The student/legal guardian understands that:

1. The student must abide by all visa conditions attached to their visa.
2. Under the National Code 2018 (Standard 8) students must ensure that they can complete their course within the duration stipulated in this offer and as indicated on their CoE. The University can extend a student's CoE in limited circumstances as outlined by the National Code 2018, or in accordance with any policies/procedures the University has in place that are required by the National Code 2018.
3. The student must make satisfactory academic course progress, in accordance with the ESOS Act, ESOS Regulations, the National Code 2018 and any policy or procedure the University has in relation to making satisfactory academic course progress.
4. The student must maintain adequate arrangements for health insurance during the student's stay in Australia and meet the costs of Overseas Student Health Cover (OSHC). The University is under no obligation to remind the student/legal guardian of the need to renew their insurance cover.
5. Students applying from Norway and most students from Sweden do not need to obtain OSHC because the Australian Department of Health and Aged Care has advised that these countries have a national health scheme or other arrangements that provide acceptable health insurance for them while they are overseas. For the OSHC requirement to be waived, Norwegian students should have documentation proving that they are covered by the Norwegian National Insurance Scheme. Swedish students should have proof that they have insurance provided either by CSN (the Swedish National Board of Student Aid) or by Kammarkollegiet. OSHC is available to Norwegian and Swedish nationals if they require it.
6. The student/legal guardian understands that if the student has any school-aged dependents accompanying the student to Australia, that they must attend school and that the student/legal guardian may be required to pay full fees if they are enrolled either in a government or non-government school.
7. You **must** notify the University of your residential address in Australia and details of your emergency contact information within 7 days of arriving in Australia. You **must** notify the University of any changes to this information within 7 days of the change. You **must** notify the University of a change of education provider within 7 days of receiving the CoE or evidence of enrolment.
8. The student must provide the University with the particulars of the student's guardian in Australia and the student's guardian contact details (if at the time the visa is granted, the student is less than 18 years of age).
9. The student/legal guardian understands that in accordance with the ESOS Act, the University is required to advise the Department of Home Affairs (Home Affairs) if the student does not meet the prescribed visa conditions.

Recognition of Prior Learning

Where course credits / advanced standing is granted in a course for specified units, or a specified component of a course, on the basis of previous study or relevant professional experience, the student agrees that:

1. Where units are unavailable due to time-tabling restrictions the student may be required to take up an additional semester at his/ her own cost.
2. Any advanced standing assessment included in your offer has been completed in accordance with the degree and major rules currently applicable.

More information about advanced standing and recognition of prior learning will be provided by the Faculty prior to enrolment.

Visa Requirements

When acceptance and payment of fees have been received, the University will issue you with a Confirmation-of Enrolment (CoE). The CoE is used to apply for a student visa. The student, or student representative, is responsible for applying for the student visa. The student will need to contact the Department of Home Affairs or their nearest Australian Embassy/Consulate to apply for their visa.

Course Details

Every effort has been made to provide you with accurate course details. The University retains the right to amend course structure and content as required.

Professional Registration

If you require professional registration in your home country it is your responsibility to ensure your course of study meets the necessary conditions of your home country.

AHPRA English language requirements for graduates of Biomedical Science, Medicine, Nursing, Pharmacy and Psychology

All internationally qualified applicants for registration as a health practitioner in Australia, or applicants who qualified for registration in Australia but did not complete their secondary education in English, must demonstrate that they have the necessary English language skills for registration purposes.

All applicants must be able to demonstrate English language skills at specific IELTS academic levels and achieve the required minimum score in each component of the IELTS academic module, OET or alternatives specified in the standard and within the time period specified by AHPRA.

For further details that outline the IELTS score you require please visit this [website](#).

Students intending to undertake a course leading to registration with a National Board regulated by AHPRA should also refer to the Registration Standards of the relevant health profession for full details of the requirements for health practitioners and students. Some National Boards have registration standards, codes and guidelines in addition to those listed at the AHPRA website: <http://www.ahpra.gov.au/National-Boards.aspx>

Fees

Students enrolling in full year units at the University are required to pay all fees for these units upon enrolment. Therefore you may be required to pay additional tuition fees upon arrival.

Fee Structure

Fees quoted in offers are indicative and may be subject to change. From 2013 all international course fees have been indexed annually. The amount of indexation to be applied to course fees is determined on an annual basis. The indicative total course fee quoted in this Letter of Offer includes projected indexation over the duration of the course.

Student Services & Amenities Fees

Fees quoted are inclusive of Student Services & Amenities Fees (SSAF).

Further Fee Information

Further information about tuition and non-tuition fees can be found at this link: <http://www.utas.edu.au/fees>

Living Costs

Living costs vary according to the type of accommodation and lifestyle of individual students. The estimated cost of living (including text books, accommodation, transport, food and electricity) is AUD\$21,041 per year. This cost is in addition to the tuition fees. Students must have sufficient funds to cover both tuition and living expenses for the entire course duration.

<http://www.utas.edu.au/international/the-tasmanian-experience/tasmania/cost-of-living>

Information for students with families

Important information on childcare, visas, health care and community can be found here: <http://www.utas.edu.au/international/the-tasmanian-experience>

Looking to work in Australia while studying?

Information about visa conditions, finding work, volunteering and workplace culture is available here: <http://www.utas.edu.au/international/the-tasmanian-experience>

Employment

Students on student visas have work conditions attached to the visa. The student/legal guardian is responsible for understanding and abiding by these visa conditions. For further information on your visa conditions please refer to the conditions attached to your visa.

Disability Services

The University provides services and support for students with disabilities. Details on services and support available can be found at: <http://www.utas.edu.au/students/shw/disability>

Accommodation Services

The University has a wide range of accommodation options available for students at the Hobart and Launceston campuses. Information can be found via: <http://www.accommodation.utas.edu.au/>

Complaints and Appeals

Information about the University's Complaints and Appeals procedures can be found here: <http://www.utas.edu.au/curriculum-and-quality/student-complaints>

The availability of complaints and appeals processes does not remove the right for a student to take action under Australia's consumer protection laws.

1. Eligibility for a Refund

1.1. An international student will automatically be eligible for a refund if the University is unable to deliver their course of study, including where the course:

1. does not commence on the agreed start date as outlined in the Offer Letter
2. ceases to be offered at any time after the commencement date but before the completion date
3. is not provided in full due to conditions imposed on the course by the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), or
4. has been cancelled or suspended and the student has not withdrawn beforehand.

The Future Student Journey team will notify the student as soon as possible that the course cannot be delivered and offer the student the following options:

1. to transfer their unspent fees to an alternative course at no additional cost, or
2. a 100% refund of their unspent fees which can include undertaking their studies with another education provider.

1.2. A continuing international student (i.e. an international student who has completed 50 credit points of study) who has funds in credit or has had an application of remission approved will also be automatically eligible for a refund. See the *Remission of Student Debt Procedure* for further information on how continuing international students can apply for remission.

1.3. In all other cases, an application for refund must be made. To be eligible to make an application, the student must be a commencing international student (i.e. an international student who is yet to complete 50 credit point of study (Pass or Fail)).

2. Applying for a Refund

2.1. A student wanting to apply for a refund should submit an application as soon as possible, because depending on the circumstances, the refundable amount can decrease over time (see section 4.5).

2.2. To apply for a refund, the student must complete a 'Fee Refund Request Form' (available in [eStudent](#) or through [Student Forms](#)). For the application to be considered complete, it must:

1. outline the reasons for requesting the refund which might include (see section 4.5):
 - the student intends not to commence, withdraws from their course, or does not meet their visa conditions
 - the student is unable to obtain a student visa or is unable to meet the conditions in their Offer Letter
 - the student did not commence or progress in a course of study due to compassionate or compelling circumstances.
2. Include all relevant supporting documentation that the student would like considered, and that supports the reason/s for requesting a refund. This might include medical documentation, death certificate, bank statement. See Schedule B (page 9).
3. Provide bank account details (see section 5)
4. declare that the application and any supporting documents are truthful and genuine.

2.3. If the student is transferring to another university or provider, they must also complete a 'Request for Course Withdrawal Form' or a 'Request for Release Form'. See the *International Student Request Transfer Procedure* for further information. The outcome of this application must be finalised first before the refund can be also finalised.

2.4. If the student is still overseas and their health cover was arranged by the University, the student should include a request for refund of their health cover in their Fee Refund. Otherwise, a refund for this will need to be requested directly from their health cover provider.

2.5. The refund assessment process will start when the Fees Team receives the completed Fee Refund Request Form.

3. Assessment of Refunds

3.1. Applications for refunds are assessed by the Fees Team. Applications must be assessed in a timely manner (normally within 28 days).

3.2. When assessing the application, the Fees Team may ask the student to provide additional supporting evidence (for example a medical certificate) which may result in the assessment time frame being longer than 28 days. A student can also provide further documentation while their application is being assessed.

3.3. The following general principles apply to the assessment of all refunds:

1. For packaged offers (i.e. English Language Course + degree course), each course of the package is considered as a separate course for refund purposes and will be assessed accordingly.
2. A 'course' for the English Language Centre (ELC) means the total study period as outlined in the Offer Letter.
3. Any amount paid over the required deposit outlined in the Offer Letter (i.e. overpayment) will be refunded in full, minus any applicable fees (see section 5.5)
4. Students who are unable to commence their studies in their first study period may be eligible to defer their place to the next available course intake. If a deferral is granted, all paid tuition fees will be transferred to the new study period.
5. Students who change their international visa sub-class will be considered a withdrawal for refund purposes.
6. No refund will be given in the following circumstances:
 1. Where the information or documentation provided by the student or their agent cannot be independently verified.
 2. Where the funds received have involved fraud and resulted in a chargeback.
 3. Where no Fee Refund Request Form is received.

3.4. Refund for quota courses (i.e. courses that have a limited number of places available such as Medicine and Paramedicine) will also be assessed in accordance with the student's Letter of Offer which will also detail the terms and conditions relating the funds, including that the deposit might be non-refundable. The Fees Team may liaise with the relevant College when assessing these.

3.5. The refundable amount depends on why the refund is requested and when the request is submitted and is calculated as follows:

1. If the student does not commence, withdraws from their course, or does not meet their visa conditions:

1. Students who submit a Request for Refund before the first day of their first study period will be entitled to a 100% refund less a \$500 administrative fee. A bank fee may also apply (See section 5.5)
2. Students who submit a Request for Refund on or after the first day of their first study period but before or on the census date will be entitled to a 50% refund. A bank fee may also apply (See section 5.5)
3. Students who submit a Request for Refund after the census date of their first study period will receive no refund.

2. If the student is unable to obtain a student visa or is unable to meet the conditions in Offer Letter:

Students who submit a Request for Refund at any stage during the first study period due to being unable to obtain a student visa or because they are unable to meet the conditions outlined in their offer letter, will be entitled to a 100% refund. A bank fee may also apply (See section 5.5)

3. If the student is granted a deferral to the next available intake of their course, but then withdraws:

1. Students who submit a Request for Refund before or on the census date of the deferred study period will be entitled to a 50% refund. A bank fee may also apply (See section 5.5)
2. Students who submit a Request for Refund after the census date of the deferred study period will receive no refund.

4. If the student did not commence or progress in a course of study due to 'compassionate or compelling circumstances':

1. The University may approve a Request for Refund at any stage during their first study period if the student can demonstrate that compassionate or compelling circumstances beyond the student's control impacted on their ability to commence or progress in a course of study. The amount refunded will normally be 100%, less a \$500 administrative fee. A bank fee may also apply (See section 5.5)

Examples of compassionate/compelling circumstances include, but are not limited to:

2. serious illness, injury or death of the student
3. serious illness or death of an immediate family member
4. severe and unexpected financial hardship that has impacted the student's ability to pay their tuition fees
5. major political upheaval or natural disaster in the home country of the student and is likely to impact the student's ability to commence or continue their studies

Circumstances within the control of the student or circumstances that have not directly impacted on the student's capacity to commence or progress in a course of study will not be considered as compassionate or compelling circumstances, for example:

1. failure of a student to understand or seek clarification of university requirements as specified in its policies, processes and rules (for example, if a student misreads the University's [Key Dates](#) page or information outlined in their Offer Letter)
2. any delay by the student in checking correspondence sent by the University
3. conflicts of priorities which are to be expected in the normal course of the student's study, for example unable to commence/continue study due to family or work commitments.
4. Events that could have been prevented, for example failing to submit a Request for Refund by the due date.

3.6. Once the application has been assessed, the Fees Team will notify the student in writing of the refund decision. This will include the following:

1. the outcome and reason
2. the amount to be refunded, if applicable
3. the timeframe for the funds to be returned, if applicable
4. the process for a review (if the student is dissatisfied with the decision). See Section 6.

4. Payment of Refund

4.1. The University's Finance Team will refund students to one of the following accounts:

1. the source account that was used to pay the tuition fees or health cover.
2. the student's bank account (in the event that the source account does not belong to the student, or the fees cannot be returned to the source account).

4.2. The account provided on the Fee Refund Request Form must be verified by the Fees Team before the refund can be paid. The Fees Team will notify students by email if a bank account cannot be verified and will request the student to provide a copy of their bank statement confirming the account is their own.

4.3. The Fees Team may suspend or cancel the payment of a refund if the account details cannot be verified.

4.4. Refunds paid into overseas bank accounts will be converted from Australian dollars into the currency of the country where the bank account is held. If the local currency is not available, the amount will be converted into US dollars.

4.5. Refunds paid into an overseas bank account will attract a bank fee. This will be deducted from the refund amount. A student's overseas financial institution may also charge other amounts, including but not limited to, currency conversion fees

5. Review of Refund Decision

5.1. If a student is dissatisfied with the decision in relation to their refund, the student can request a review by the Student Fees Team on the following ground:

1. That there has been a procedural or administrative error in reaching the decision on the refund (for example the final refund figure has been miscalculated, or there has been an error in assessing the refund)

5.2. To request review, the student will need to email to U.Connect@utas.edu.au within 28 calendar days from the date of notifying the student of the decision:

1. explaining the grounds for review, and
2. providing evidence in support.

5.3. Requests for review will only be considered if a student can provide new or additional supporting documentation (outside of what was originally provided). The Fees Team may also ask the student to provide additional documentation or evidence.

5.4. The Fees Team will promptly review the refund decision and notify the student in writing of the outcome and reason (normally within 28 days of the request).

5.5. If the student's request for review is successful, the notification will include:

1. the amount to be refunded,
2. the timeframe for the funds to be returned.

5.6. If the request for review is unsuccessful, the student will be advised that they can request review by an external body, such as [Ombudsman Tasmania](#).

The full refund policy and some useful additional information can be found here: <https://www.utas.edu.au/international/accepting/refund-policy>

Appendix D - Institution Terms and Conditions

In relation to my enrolment I acknowledge that:

- It is my responsibility to ensure that my enrolment is correct by the census date;
- I must have engaged in my units of study (as described in the Unit Outline, for example through attendance, submission of assessments, accessing of unit content, use of systems, etc.) to the satisfaction of the Dean by the semester census date, in order to illustrate reasonable endeavours to pass my units and ultimately succeed in the course in which I am enrolled. I must also continue to engage beyond the census date. If I do not display satisfactory commitment in either regard, the University reserves the right to cancel my enrolment;
- I acknowledge that I can withdraw from my unit without financial penalty up to the census date, and can withdraw with financial penalty but without academic penalty up until the beginning of week 7, or equivalent for non-standard semesters;
- I acknowledge that the University is obliged by law to provide enrolment information to the Australian Government. This may affect Centrelink and other Government payments;
- For international students, a failure to engage will result in reporting to the Government and impact visa compliance; and
- I must enrol by the published enrolment closing date for a semester. A fee of \$100 may be charged for late enrolments.

Institution Terms and Conditions:

The University of Tasmania collects, stores and uses personal information, including student images, for the purposes of:

- administration of the student's enrolment and progress in their study;
- the provision of other services to the student by the University; and
- to comply with the Higher Education Support Act 2003, the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

All information and images are:

- collected and stored on a secure server;
- only accessed by University staff for the purposes for which they have been collected; and
- will only be used or disclosed in accordance with the University of Tasmania Privacy Policy at <http://www.utas.edu.au/policy>.

I understand that:

- I have the right to access my personal information held by the University in accordance with the Right to Information Act 2009 (Tas);
 - I understand that I may make a Right to Information request to access my information and I am able to do so by following the information provided here: <http://www.utas.edu.au/legal-services/right-to-information-act>.
- It is my responsibility to ensure that my enrolment is correct by the census date;
- I agree to pay all fees, levies and charges within the specified timelines;
- In relation to my enrolment I acknowledge that:
 - It is my responsibility to ensure that my enrolment is correct by the census date;
 - I must have engaged in my units of study (as described in the Unit Outline, for example through attendance, submission of assessments, accessing of unit content, use of systems, etc.) to the satisfaction of the Dean by the semester census date, in order to illustrate reasonable endeavours to pass my units and ultimately succeed in the course in which I am enrolled. I must also continue to engage beyond the census date. If I do not display satisfactory commitment in either regard, the University reserves the right to cancel my enrolment;
 - I acknowledge that I can withdraw from my unit without financial penalty up to the census date, and can withdraw with financial penalty but without academic penalty up until the end of week 7, or equivalent for non-standard semesters;
 - I acknowledge that the University is obliged by law to provide enrolment information to the Australian Government. This may affect Centrelink and other Government payments;
 - For international students, a failure to engage will result in reporting to the Government and impact visa compliance; and
 - I must enrol by the published enrolment closing date for a semester. A fee of \$100 may be charged for late enrolments.
- I will receive information and notices in relation to my course of study or general information via my University e-mail account;
- I am required to abide by the University Ordinances, Rules, Policies and procedures;
- I am aware of the conditions under which I can use the University's Information Technology facilities and I accept responsibility to obtain and read the relevant documents;
- I understand that the email service may be delivered using cloud services from another provider (e.g. Microsoft) with data centre hosted overseas;
- I consent to UTAS disclosing my personal information to a person or body external to UTAS where:
 - Disclosure is required or permitted by law, or is required to fulfil necessary reporting requirements to Commonwealth and/or state government departments, or statutory bodies, including Centrelink;
 - Disclosure is made necessary for reasons associated with my enrolment at UTAS, and including:
 - For the purposes of other institutions involved in the delivery of my course of study or delivery of graduation documents to me electronically;
 - For the purposes of providing me with careers advice, services and development, which will benefit me as a student;
 - For the purposes of disclosure to external organisations such as professional bodies, if the disclosure is necessary in order for me to undertake learning in a workplace;
 - For the purposes of providing information to third parties contracted to administer surveys of students and graduates on behalf of the University
 - For the purposes of being part of the UTAS Alumni database upon graduation to foster alumni relations;
 - For the purposes of being part of the UTAS Advancement Office database to engage with and support the university in the future; and
 - Any other circumstances in accordance with the UTAS Privacy Policy at <http://www.utas.edu.au/policy>.
- I authorise UTAS to obtain official records from any educational institution I have attended to enable my application to be considered. Where necessary QualSearch will be engaged to access this academic information. I understand that UTAS is not responsible if any educational body/institution does not supply these records. I understand that the results of the search will be made available to me on request and that an audit of this authority may also be undertaken; and
- I acknowledge I have read and understood the University's Privacy Policy.

I declare to the best of my knowledge and belief the information given in this form is correct and complete in every detail.