



Art & Technology of Make up College

Payment of Fees & Refund Policy (Fulltime courses)

1. A deposit of the course fees must be paid prior to the commencement of the course when submitting an enrolment form.
2. The payment of all fees and charges is receipted and dated at the time of payment. Records of fees receipted and dated are kept, maintained and secured.
3. Requests for cancellation or transfers will be accepted in writing prior to the commencement of the course:-
 - a) If received not less than 14 days prior to the commencement of the course, a refund will be made of the full deposit less the cost of any make-up kit* supplied to the student and an administration fee
 - b) If received less than 14 days prior to the commencement of the course, a refund will be made of the full deposit less the cost of any make-up kit* supplied to the student and an administration fee.
4. If a student withdraws from the course after its commencement, the student must either: -
 - a) Pay the total cost of the course, or;
 - b) Defer the course to the next available course within 1 year of the initial course commencement date provided the Art & Technology of Make up College (ATMC) is offering such a course and a place is available. Where a course is deferred in this way (after the commencement date of the course enrolled in) the deposit will be kept and a further administration fee is payable by the student.
5. Where a student is prevented from completing the course due to illness, verified by a medical certificate acceptable to the College, the ATMC will use its best endeavors to enable the student to defer the course to the next available course within 1 year of the start date of the initial course, provided such a course is available. In the event that for any reason the ATMC is unable or unwilling to place the student in an alternative course, the student will be entitled to a refund of fees paid pro rata to the course completed less an administration fee and less the cost of any make-up kit*. In all other cases where a student does not complete a course, the total cost of the course is payable by the student including the cost of the make-up kit if supplied*.
6. The ATMC reserves the right to change course dates and venues or to cancel courses if necessary. In the event that a course is cancelled, the ATMC will use its best endeavors to transfer the student to another appropriate course. If such a course is unavailable the student will be entitled to a full refund of any fees paid.
7. In the event the ATMC is unable or unwilling to provide a course in full to a student, once the student has commenced the course, and clause 8 does not apply, the ATMC shall refund to the student the total amount of the course less the cost of any make-up kit *(\$1500.00) and **other materials supplied to the student**, and the student shall have no further rights or entitlements or make any claims whatsoever against the ATMC, of and incidental to the ATMC's failure to provide the student with the course in full.
8. The ATMC reserves the right to expel any student who is in arrears on their fee payments, does not attend classes, or is in breach of the College's Student Conduct Code. Any expulsion will only occur after a student is given written warning by the College, and the student fails to make good his/her default within the time stipulated in the warning. In the event a student is expelled, the student must pay the total cost of the course and no refunds will be given. Such circumstances could result in the College refusing to award qualifications to a student.

** Australian Health Department regulations stipulate that the professional make-up kit, once received by the student cannot be returned in exchange for a refund.*

The Art & Technology of Make-up College does not circumscribe the student's right to pursue other legal remedies. This agreement does not remove the right to take further action under Australian consumer protection laws.