

Fees, Charges, and Refund Policy

Montford International College (MIC) ensures that all fees and charges for nationally accredited training and assessment services comply with relevant performance agreements. MIC provides students with clear information regarding fees, including:

- 1. The total amount of all fees, including course fees, administration fees, material fees, and any other charges.
- 2. Payment terms, including timing, amounts, and any non-refundable deposits or administrative fees.
- 3. MIC’s guarantee to complete training and/or assessment once a student has commenced their course.
- 4. Fees for additional services such as the issuance of replacement qualification testamurs and options for students who are deemed "not yet competent."
- 5. The refund policy.

Fees and Charges

Fee Type	Amount	Frequency
Course Fees	Refer to www.montford.edu.au	As per course details
Material Fees	Refer to the Letter of Offer and Acceptance Agreement	At course commencement
Deferment Fee	\$100.00	Per deferment application
Application Fees	\$300.00	At enrolment
Change of CoE	\$100.00	Per application
Supplementary Assessment	2 free re-assessment attempts	
Supplementary Assessment (After two free	\$350	Per additional attempt
Unit Repeat Cost	\$350	Per unit
Replacement Student ID	\$15.00	Per request
Credit Transfer	No charge	N/A
RPL Fees	\$150 per unit	Per unit
Certificate Re-Issue Fee	\$50	Per certificate
Student Photocopying	10c per page	Per request
Overseas Health Cover	Refer to cost of living section	N/A
Interim Academic Transcript	No charge	N/A
Late Payment Fees	\$50	Weekly
Airport Pickup	\$100	Per service

Refunds

Refunds will be issued directly to the student. To claim a refund, students must complete a refund application form available from MIC administration. Refund amounts are determined based on the circumstances of withdrawal or course cancellation as outlined below.

Refund Scenarios

Situation	Refund Policy
MIC does not deliver the program (e.g., course cancellation, withdrawal of offer, incomplete information from student)	Full refund of tuition fees
Withdrawal 28 days or more before course commencement	70% refund of tuition fees
Withdrawal after course commencement	No refund
Visa refused before course commencement	Full refund of tuition fees (excluding application fee)
Visa refused after course commencement	Charged according to the study period completed
Withdrawal 4–10 weeks before the start date	70% refund of tuition fees (excluding application fee)
Withdrawal less than 4 weeks before the start date	25% refund of tuition fees (excluding application fee)
Withdrawal after the start date	No refund

Enrolment cancelled due to student misconduct or non-compliance	No refund
MIC cancels the course before the agreed start date	Full refund, including application fee
MIC cancels the course after the agreed start date	Refund of unused tuition fees or transfer to another course
Government-imposed sanction preventing MIC from delivering the course	Refund of unused tuition fees
Recognition of Prior Learning (RPL) Fees	No refund if the assessment has been completed
Student abandons course during the study period	No refund; outstanding fees must be paid
Visa extension refused after term start	No refund
Withdrawal due to extenuating circumstances (non-English language students)	Refund of unused tuition fees for future terms if notified 2 weeks before term start
Compulsory health insurance	Refer to Overseas Student Health Cover provider
Homestay and accommodation booking fee	Full refund of unused fees if two weeks' notice is given (subject to provider terms)
Airport pickup service cancellation before arrival	Full refund
EFTPOS/credit card transaction fees	No refund

Payment and Financial Hardship

MIC understands that some students may experience financial difficulties. If you are facing financial hardship, contact MIC to discuss available tuition fee options, including instalment plans.

For further details, visit our website: www.montford.edu.au

Contact Information

Montford International College
Email: info@montford.edu.au
Phone: +61 3 7048 4870
Website: www.montford.edu.au
RTO Code: 46346
CRICOS Provider Code: 04334A