Student Fee Policy

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Purpose

This policy specifies the principles for setting, calculating and charging student fees for Commercial Dive Academy (CDA).

Scope

This policy covers fees for all commencing students who will be undergoing training at CDA.

Student Fees

1) Course Fees

CDA course fees include all tuition fees, including all training costs, consumables, qualification certification fees and logbooks. CDA has the same fee structure for all students, whether domestic or international.

Accommodation and meal costs are excluded from CDA tuition fees, and are the responsibility of the student to arrange for the duration of their training.

During the enquiry process, CDA will provide a quote detailing the current course fees that apply to the course(s) the student wishes to enrol in.

Students can request a statement of fees at any time during the enrolment process, to determine fees paid and any outstanding payments.

Tuition fees must be paid by the specified date on the invoice, otherwise CDA has the right to withdraw the student from any subsequent training.

Course fees may be paid via bank transfer using the details provided on the quote. Students may also request a link to pay the course fees via credit card; however, this will incur additional card processing fees as required by the Stripe payment facility.

CDA reserves the right to adjust tuition fees periodically, to align with current market conditions. However, once a student has enrolled in a course and paid a deposit against a CDA quote, their course fee will not change.

2) Deposit

All courses require a deposit to secure a place on a course. No place is guaranteed until the deposit has been received by CDA.

Once a deposit is paid, an invoice for remaining fees will be issued to the student once training has commenced, and is due at the end of the first week of training.

When completing multiple courses, the deposit paid is deducted only from the final level of trainings payment. A separate invoice will be issued for each level of training.

A deposit is required to be paid to secure a place on a waiting list. If no place becomes available, the student has the option to transfer the deposit to a future course, or request a full refund. In this case, no administrative fee will be charged to the student.

3) Refunds

Deposits for offshore dive training qualifications are non-refundable. CDA will only consider refunds under exceptional circumstances and these are at CDA's discretion.

Deposits for onshore dive training qualifications and non-diving qualifications are refundable up to 60 days' prior to course commencement. An administration fee may be retained to cover administrative costs incurred.

Once a student has commenced training there is no refund of course fees paid, and all remaining fees will be owed to CDA if the student:

- Elects to leave the course and has no wish to continue training.
- Is asked to leave the course (after two formal warnings - verbal or written) for unacceptable behaviour or failure to abide by the requirements of training*.

The school may refund course fees or part thereof under exceptional circumstances. Such refunds are at the sole discretion of the school and this statement does not imply any onus upon the school to make an offer of refund. If a refund is issued, an administration fee may be retained to cover administrative costs incurred. Students will need to prove their claim for extenuating circumstances by providing appropriate independent supporting documentation.

CDA will not refund or transfer any course fees paid if the student is found to have provided fraudulent or falsified information during the enrolment process or during the course.

The deposit and any additional course fees paid will be refunded in full if for any reason CDA cancels a course.

*For further information on causes for dismissal without notice, refer to CDA-STU-01-02 CDA Student Handbook.

4) Course Postponement

Once enrolment is confirmed, deposits for offshore dive training qualifications are non-transferable. CDA will only consider refunds or transfers under exceptional circumstances and these are at CDA's discretion. Students will need to prove their claim for extenuating circumstances by providing appropriate independent supporting documentation.

Deposits for onshore dive training qualifications and non-diving qualifications are transferable up to 60 days' in advance of the course commencement date. Within the 60 days' prior to the start of the course, a transfer will be evaluated on a case by case basis by CDA Management, and will incur an administrative fee. If approved, CDA will only permit one transfer of course deposits.

5) Course Postponement During Course

In certain circumstances, CDA may allow transfer of course fees after course commencement. Such situations include:

- If at the end of the course, the student fails to achieve competency.
- If the student becomes ill or is otherwise unable to attend all the training.

In these circumstances CDA will allow the student to enrol on a subsequent course and transfer fees already paid. Course fees are only transferable if the student returns to complete the course(s) at CDA within 12 months of their original course start date. Only one course transfer is permitted. If this opportunity is not used, there will be no refund of course fees paid. Course transfers are subject to availability on a later course.

6) Deposits for Students Requiring Visas

For international students enrolling onto the ADAS Part 1, 2 or 3, or any combination of these courses, and requiring a visa to travel to the course location, CDA may tentatively enrol the student into a course pending their visa application approval. A tentative enrolment does not guarantee a place on a specified course, but allows the student to receive an 'Acceptance Letter' for visa purposes. A deposit is required to be paid before a student can receive an 'Acceptance Letter'. The student must advise CDA as soon as the visa is approved and CDA will provide the student with available course dates to choose from. After confirming the visa approval and selected course, the student will be formally enrolled onto the course, and at this point the deposit is subject to the terms and conditions outlined in sections 2) to 5).

If an international student with a tentative course booking is not granted a visa, the deposit will be refunded. An administration fee may be retained to cover administrative costs incurred.

This condition does not apply to ADAS Part 4 enrolments.

7) Wait Lists

If a course is fully booked, and a student wishes to be added to the wait-list, a deposit will be required. Paying a deposit to be added to a wait-list does not guarantee a place will become available. If a place does not become available, the student has the option of a full refund of the deposit (no administrative fee applicable) or to transfer the deposit to a future course. As a place can become available any time up until the course commencement date, it is important that students on a wait list provide all required pre-requisite documentation requested by CDA.

Schedule of Administrative Fees

Course	Administrative Fee Reason	Administrative Fee
Onshore Diving (ADAS Part 1, ADAS Part 2); non-diving courses (DMT, ALST, Supervisor)	Postponement of course greater than 60 days^ in advance, or less than 60 days^ with CDA approval	$750
Onshore Diving (ADAS Part 1, ADAS Part 2); non-diving courses (DMT, ALST, Supervisor)	Refund of course fee greater than 60 days^ in advance	$1,500
Offshore Diving (ADAS Part 3, Closed Bell)	Postponement or refund due to extenuating circumstances only	$750
All courses	Tentative booking, visa application is not approved	$750
All courses	Refund of deposit paid to be on waiting list; no place becomes available	$0

^60 days in advance of the first level of training.

Related Documents

CDA-STU-01-01 Enrolment Process

CDA-STU-01-02 CDA Student Handbook

CDA-STU-01-11 Pre-Enrolment Terms & Conditions

Accountability

General Manager