

ATMC Professional Year - Fees and Charges, Refunds and Withdrawal Policy

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1 Purpose and Scope

The purpose of this Policy is to ensure that fees, charges, refunds, and withdrawals are collected and administered in accordance with provisions of applicable legislative and contractual requirements.

For Fees and charges that may be applicable to transfers and deferrals refer to the ATMC PY Transfer and Deferrals Policy.

This policy applies to all previous, prospective, and current participants (including applicants) of ATMC Professional Year (PY) Program by ATMC.

This policy applies to all PY staff involved in the selection and admission of participants.

2 Responsibilities

- the **Head of Professional Year (HPY)** is accountable for the ongoing development, approval, implementation, awareness and effectiveness of this Policy and the supporting processes and documentation.
- The **Operations & Compliance Manager** is responsible for ensuring that all team members are aware of this Policy and their responsibilities defined herein.
- **PY Participants** and **Employees** are responsible for being aware of and complying with this Policy.
- This policy applies to participants undertaking the Professional Year Programs at ATMC and is made available to participants on the LMS Student Portal (Moodle), within the PY Student Handbook and the ATMC PY website.

3 Abbreviations and Definitions

Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

Terms	Definition
APYP	Accounting Professional Year Program
ACS	Australian Computer Society
HPY	Head of Professional Year
OCM	Operations and Compliance Manager
IPC	Internship Placement Consultant
ATMC PY	Professional Year
PY Participants	Applicants/students undertaking the Professional Year Program at ATMC.
SMS	Student Management System (RTO Manager)



4 Policy

4.1 Fees and Charges

- 4.1.1 Prospective and current students are advised of the fees and charges associated with a course and refunds information, at the time of the Enrolment Application, on the Offer letter, Student Enrolment Agreement and ATMC PY Terms and Conditions.
- 4.1.2 Fees information is always provided prior to enrolment as per the requirements of ATMC PY Fees and Charges, Refunds and Withdrawal Policy. Fees information provided to students includes:
- All relevant fees information, including fees that must be paid and payment terms
 - Details of the potential for fees to change during the student's course as relevant
 - Deposits and refund information and conditions relating to these
 - The learner's rights as a consumer including any cooling off period
- 4.1.3 Refund information is outlined in the Student Enrolment Agreement, ATMC PY Terms and Conditions, and in the Student Handbook. Fees will only be collected once a signed copy of the signed Student Enrolment Agreement is received by ATMC PY.
- 4.1.4 All fees are non-transferable.
- 4.1.5 The Statement of Attainment and Testamur will only be issued once all Program components have been successfully completed and the 100% of tuition payments are received and confirmed by ATMC PY.
- 4.1.6 Applicants will only be provided with access to their statement of results, course materials and Trainers once they successfully submit their monthly tuition instalment.
- 4.1.7 ATMC PY two (2) tuition payment options are as followed:
- Full Payment – Fee for Service: the total sum of tuition payment of ATMC PY Program paid prior the commencement of the PY Program.
 - Automatic Direct Debit Payment Instalments
- 4.1.8 ACS applicants (8 payment instalments): the total tuition fees divided into 8 instalments. 1st payment to be paid upon the registration into ATMC PY Program and 7 instalments to be paid monthly, as per schedule on signed and agreed Direct Debit Request Form.
- 4.1.9 APYP applicants (5 payment instalments): the total tuition fees divided into 5 instalments. 1st payment to be paid upon the registration into ATMC PY Program and 4 instalments to be paid monthly, as per schedule on signed and agreed Direct Debit Request Form.
- 4.1.10 Participants will have their ATMC Systems access suspended and will not be able to continue in their Program if instalment payments are not paid by the due date shown on the invoice unless the Head of Professional Year approves extension arrangements.
- 4.1.11 Late payments will incur an administrative fee of AUD\$50.00
- 4.1.12 All credit card payments will incur a 1.3% transaction fee to cover bank charges.
- 4.1.13 Participants who default on payment will be referred to a debt collection and credit rating agency.

4.2 Change of personal details

- 4.2.1 Requests to change bank details or direct debit dates should be sent at least 3 days before payment is due and should be directed to the ATMC Finance Team with:
- Participant ID



- Completed Change of Direct Debit and financial detail form
- Disclosure of Credit card expiration date

Note: change of Personal detail request must be submitted via email to ATMC Finance Team at finance@atmc.edu.au.

4.3 Account in Arrears Intervention Strategies

Should a participant's account be in arrears, the participant will be subject to non-payment procedures as determined by Appendix A (Arrears Procedure Table).

4.4 Payment Extensions

4.4.1 Participants may apply for a payment extension for a specified period if they experience compassionate and/or compelling circumstances which make it impossible for them to make regular payments.

Such circumstances include, but are not limited to:

- Serious illness or injury, accompanied by a verified medical certificate
- Bereavement of close family members such as parents, siblings or grandparents (a death certificate must be provided, even if retrospectively)
- The participant giving birth or a participant's partner giving birth, (with supporting documentation)
- Major political upheaval or natural disaster in the home country requiring emergency travel to their home country
- Traumatic experience or critical incident which could include but is not limited to:
 - Involvement in an accident; or
 - Being the victim of a crime.
 - Other traumatic experience or critical incident which has impacted on the participant's ability to make regular payments.

4.4.2 In determining if compassionate and compelling circumstances exist as enough grounds for a participant's payment extension request, ATMC PY accepts that documentary evidence will vary, but could include:

- Relevant death certificate
- Police incident report
- Social worker's report
- Psychologist's report; and/or
- Appropriate medical evidence

4.4.3 ATMC Professional Year may seek confirmation and/or further information from the issuer of these certificates. Certificates not written in English must be translated into English by approved translators

4.4.4 When assessing applications for an extension of payment, on grounds of compassionate and compelling circumstances, copies of supporting documents will be saved in RTO Manager. A record of the decision and supporting evidence will also be retained in the same location. If a participant's lack of payment has been caused by either a Critical Incident or other compassionate and compelling circumstance, ATMC PY will initiate the critical incident/compassionate and compelling circumstances response and support procedures.

Note: See Schedule 1 for a detailed list of fees and charges by program



4.5 Refunds

- 4.5.1 Terms and conditions for refunds are provided to the participant through the Offer Letter, the Student Enrolment Agreement, the ATMC PY Terms and Conditions, and the Student Handbook.
- 4.5.2 Participants are bound by the terms and conditions set out by ATMC PY.
- 4.5.3 All withdrawal, refund, leave and re-enrolment requests must be lodged through the PY ticketing system at https://pyss.atmc.edu.au/?webclick=student_hub, alternatively, requests can be sent to pystudentsupport@atmc.edu.au
- 4.5.4 Participants will be provided with a Refund request Form to be signed and submitted to PY Student Support Team.
- 4.5.5 To be considered for a refund, a withdrawal must be made in writing using the applicable ATMC PY Withdrawal Form. Students who have not completed a withdrawal form are not eligible for consideration of a refund.
- 4.5.6 ATMC PY will provide the outcome of the refund assessment in writing to the student's registered email address, outlining the decision and reasons for the decision along with any applicable refund or adjustment notice. Students will be advised that they may appeal the refund assessment following ATMC PY's Complaints and Appeals Policy and Procedure.
- 4.5.7 A pro-rata refund of fees and charges paid may be granted if a participant withdraws for reasons of exceptional circumstances and at the discretion of the Head of Professional Year (HPY).
- 4.5.8 The Head of Professional Year (HPY) reserves the right to grant refunds on a case-by-case basis.
- 4.5.9 Whether the student is entitled to a refund or not, they will receive a written notification of the outcome within 20 working days of receipt of the refund application.
- 4.5.10 Refunds will be made in Australian dollars and ATMC Professional Year reserves the right to make refunds payable in the country of origin. Agency fees, if applicable, will not be refunded.
- 4.5.11 All refunds will be made to the original payment account.

4.5.12 Professional Year Program Refunds

Full Refund

ATMC Professional Year will provide full refund of tuition fees within 28 days of receipt of written notice of cancellation where:

- ATMC Professional Year is unable to offer the Professional Year program and where a suitable alternative cannot be provided, or the course ceases to be provided after it starts.
- ATMC Professional Year refuses the application for enrolment.
- Less the admin fees of **AUD\$400.00 (Inc. GST)**, when written notice of cancellation is received **28 days or less** prior to commencement of the Professional Year program.

Partial Refund

A refund of tuition fees will be provided within 28 days of receipt of written notice of cancellation, less the amounts to be retained by ATMC Professional Year as detailed below:



- A non-refundable amount **equal to 50%** of the total tuition fee if written cancellation is received **within 28 days** from the commencement of the program.

No Refund

ATMC Professional Year will make **no refund** of any fees if written notice of withdrawal is received **more than 28 days** after the commencement of either module of the program. The student is liable to pay full fee/all remaining instalments.

Note: Any outstanding payment will be debited upon withdrawal, if the student has entered into a direct debit agreement - monthly instalments will continue until the above sums are settled.

4.6 Withdrawals

- 4.6.1 Participants wishing to withdraw from a program **must** submit the applicable ATMC PY Withdrawal Form, attaching documentary evidence.
- 4.6.2 ATMC Professional Year will make **no refund** of any fees if written notice of withdrawal is received **more than 28 days** after the commencement of either module of the program.
- 4.6.3 Applicants who withdraw **after 28 days** from the commencement of the program are liable for all tuition fees.
- 4.6.4 If a student's enrolment is cancelled for non-compliance with course requirements (such as unsatisfactory attendance, unsatisfactory academic performance) and/or ATMC Professional Year requirements (such as non-payment of fees, breach of student code of conduct), they will not be entitled to any fee refund and will remain liable for unpaid fees.
- 4.6.5 In case the student's enrolment is cancelled by ATMC for misconduct, unsatisfactory academic progress or unsatisfactory attendance, all unpaid tuition fee is payable to ATMC and non-refundable. There will be no refund of any pre-paid tuition fees for the current and subsequent courses.
- 4.6.6 If a student applies for and is granted a withdrawal from the course, that student will have their enrolment cancelled and will be entitled to fee refunds/liabilities based on the date of withdrawal and their mode of fee payment. Students wishing to cancel their enrolment prior to course commencement must notify ATMC PY in writing by lodging the Withdrawal Form and send to pystudentsupport@atmc.edu.au
- 4.6.7 In the event where ATMC cancels its offer based on fraudulent documents, or misleading information provided by the student, the total of any unpaid tuition fees is payable to ATMC and non-refundable. There will be no refund of pre-paid tuition fees for the initial and subsequent courses.
- 4.6.8 All students who believe they have been given an incorrect refund are entitled to appeal the decision as per the ATMC PY Complaints and Appeals Policy and Procedure.



4.7 Other Conditions, additional fees and charges due to Deferment, transfer request and Suspension (penalty)

- 4.7.1 ATMC PY will use its best endeavours to ensure that participants are aware of any available refunds under this policy; however, it is the responsibility of the participant to be aware of any available refunds on their account and to maintain current contact details.
- 4.7.2 Additional fees and charges are applied as a result of actions initiated by the participant such as request for deferment, transfer, suspension and other penalty payment applied due to not meeting enrolment and program requirements.
- 4.7.3 Any balance remaining on the participant account three months after the participant has been cancelled or withdrawn from the program will be forfeited. Participants can access their account details by contacting their ATMC PY office. Once the program is completed, the Certificate of Completion will be issued upon full payment of any outstanding balance.

5 Internship Penalties Procedure

- 5.1 ATMC PY Penalties Procedure outlines the process and practices required to implement and comply with Fees and charges, Refund and Withdrawal Policy, and it is described as follows:
 - 5.1.1 The IPC will send an email to participant requesting action, information and/or documentation. They will provide a deadline with each request.
 - 5.1.2 The IPC will send a warning email reminding the participant the information or documentation submission and providing a deadline, as per ATMC PY Warning Issuance Policy.
 - 5.1.3 If the participant does not provide the information or submit the documentation within the given deadline specified in the first warning email, the IPC will then send to the participant a second warning email informing the penalty fee. The email should include: the decision, including the contact attempts, penalty imposed and the reasons for the decision.
 - 5.1.4 The ATMC Finance Team will send the invoices to the participant.
 - 5.1.5 Successful completion of the internship component and the overall PY program will be subject to settlement of any outstanding balance, including ATMC Admin and penalty fees. The IPC will not consider the internship component as complete until the outstanding payment of Internship penalty fees has been confirmed from the ATMC Finance Team.
 - 5.1.6 Due to extenuating circumstances or financial hardship, supported by documentary evidence, students may be entitled to pay the internship penalty fees by 2 instalments. ATMC PY reserves the right to approve such request on a case-by-case basis.
 - 5.1.7 A fee reminder will be issued within 5 calendar days of the due date on the invoice.

6 Penalties Fee Payment

6.1 The following conditions applies when submitting penalty fees

- 6.1.1 The participant must pay the invoices within the given deadlines and in the provided ATMC bank account.
- 6.1.2 Participants experiencing extreme financial hardship can apply for a fee payment extension. Evidence of financial hardship may be requested by ATMC. Applications submitted on grounds of financial hardship will be granted an extension of up to 20 working days. Participants will be notified of the outcome of their fee payment extension application via email.



6.1.3 ATMC may approve a fee payment extension agreement for participants experiencing extreme financial hardship of up to four scheduled payments, each paid monthly, depending on the timing of the request, and the participant meeting the conditions of the fee payment extension.

7 Related Documents

- ATMC PY Terms and Conditions
- ATMC PY Student Enrolment Agreement
- ATMC PY Transfer and Deferrals Policy
- ATMC PY Internship Framework Policy
- ATMC PY Student Handbook
- ACS PY Withdrawal Application Form
- ATMC PY Withdrawal Form
- ATMC PY Refund Application Form
- Direct Debit Request Form
- Participant Invoices

8 Review

This document is reviewed annually by the relevant manager to ensure alignment to appropriate strategic direction and its continued relevance to ATMC Professional Year current and planned operations.

9 Document Control

Document Name:	ATMC PY Fees and Charges, Refund and Withdrawal Policy
Document Code	PY 1.7 ATMC PY Fees and Charges, Refunds and Withdrawal Policy v1.1 22122021
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Document Owner:	Head of Professional Year
Document Controller:	Operations and Compliance Manager
Organisation:	Australian Technical and Management College

Appendix A: Arrears Procedure Table

Day	Status	Action
Payment Overdue	Where payment has not been received on its due date.	<p>Students are charged a fee of \$50 where debit transaction failed on second attempt, and an additional \$50 fee for each subsequent failed attempt.</p> <p>Notification of the additional charge will be made by email to the student. The email will also constitute the first reminder for payment.</p> <p>(Students in genuine difficulty are asked to contact the Finance Department to discuss their circumstances).</p>
15	Students whose accounts remain in arrears 15 days after the payment due date	Students whose accounts remain in arrears by Day 15 will be at risk of having their access to all ATMC facilities removed.
30	Students whose accounts remain in arrears 30 days after the payment due date	Students whose accounts remain in arrears by day 30, will have access to ATMC facilities removed. Access to facilities will not be restored until arrears of tuition fees are paid in full (and funds have cleared).
45	Students whose accounts remain in arrears 45 days after the payment due date	Students whose accounts remain in arrears by day 45 will be at risk of having their enrolment cancelled. They will have 14 days to settle all outstanding amounts.
60	Students whose accounts remain in arrears 60 days after the payment due date	Students will have their enrolment cancelled and the process for their withdrawal will commence.

Schedule 1 – Fees and charges by Program

Australian Computer Society (ACS)

<ul style="list-style-type: none"> Retail Tuition Fees AUD\$12,600.00 	<ul style="list-style-type: none"> The tuition fee of AUD\$12,600.00 is payable by 2 methods of payment: upfront or by instalments (signing the Direct Debit Request Form). First Direct Debit payment must be made no less than 3 business days before course intake date.
<ul style="list-style-type: none"> Late Payment AUD\$50.00 	<ul style="list-style-type: none"> Participants will not be able to continue with the program if instalments are not paid by the due dates shown on the invoice[^]. Late payments will incur a late fee of AUD\$50.00
<ul style="list-style-type: none"> Payments by Instalments 	<ul style="list-style-type: none"> Details and schedule as per signed Direct Debit Request Form

[^]Instalment extensions of up to two (2) weeks may be granted at the discretion of the Head of Professional Year, no more than two (2) extensions may be granted to any one participant. Please note that the internship component of the ACS - Professional Year Program attracts GST

Accounting Professional Year Program (APYP)

<ul style="list-style-type: none"> Retail Tuition Fees AUD\$7,200.00 	<ul style="list-style-type: none"> The tuition fee of AUD\$7,200.00 is payable by 2 methods of payment: upfront or by instalments (signing the Direct Debit Request Form). First Direct Debit payment must be made no less than 3 business days before course intake date.
<ul style="list-style-type: none"> Late Payment AUD\$50.00 	<ul style="list-style-type: none"> Participants will not be able to continue with the program if instalments are not paid by the due dates shown on the invoice[^]. Late payments will incur a late fee of AUD\$50.00
<ul style="list-style-type: none"> Payments by Instalments 	<ul style="list-style-type: none"> Details and schedule as per signed Direct Debit Request Form

[^]Instalment extensions of up to two (2) weeks may be granted at the discretion of the Head of Professional Year, no more than two (2) extensions may be granted to any one participant. Please note that the internship component of the Accounting Professional Year Program attracts GST

Schedule 2 - Additional Fees and Charges (Penalty fees and ATMC PY Administrative fees)

1. Australian Computer Society (ACS) Internship: Deferment, Transfer and Suspension Request fees and charges

It is student's responsibility to ensure any leave application does not affect the current visa, and they can complete the PY program whilst having an active and valid visa. For any queries regarding visa conditions or requirements, students should seek guidance from the Department of Home Affairs.

All participants enrolled in ACS PY Program will be required to pay all ACS fees associated with the PE Online Course as outlined in the ACS Transfer Application form. These fees are payable upon approval of the transfer/deferral request.

	Request	Amount
1	Deferment, transfer, and suspension request (Submitted no later than 14 days prior to PE online course commencement) *	AUD\$115.00 (+GST)
2	Deferment, transfer, and suspension request (Submitted within 14 days of/after PE online course commencement) *	AUD\$900.00 (+GST)

*Waived fee requests are **subject to ACS Approval** based on Reason (emergency, etc.) and Evidence provided

Additional fees (ATMC PY Administrative fees) for enrolment changes for actions initiated by participants:

➤ Coursework Component

	Request	Amount
1	Class change request, Campus change request	non-refundable AUD\$125.00
2	Deferment, transfer, and suspension request	non-refundable AUD\$125.00
3	Rescheduling a make up class (Non-attending a scheduled make up class, where the absence is not due to extenuating circumstances supported by documentary evidence)	may be subject to a non-refundable AUD\$125.00 administrative fees

Note: Amounts includes GST and ATMC PY administration costs may be subject to change

Re-Assessment Classes (RAC)

All ATMC PY participants who have been identified as needing to attend a RAC, will be required to pay all associated ATMC PY fees for RAC arrangements as follows:

- **AUD\$110.00 (Inc. GST)** per outstanding assessment.
- Capped at **AUD\$220.00 (Inc. GST)** for up to 3 outstanding assessments.
- No more than **3 outstanding assessments per RAC** can be allocated to and attempted by any ATMC PY participant.

➤ Internship Component

	Request	Amount
1	Deferment, transfer, and suspension request <i>(Request submitted after the internship sourcing process has commenced)</i>	non-refundable AUD\$275.00
2	Deferment, transfer, and suspension request <i>(Request submitted after the internship has been successfully sourced for the student)</i>	non-refundable AUD\$550.00
3	Late Internship Placement Commencement Fee <i>1. Unresponsive students to IPC's request of providing required documentation/evidence to assess the suitability of placement 2. In the event where student is unsuccessful in 3 interviews, student may be liable to pay these Admin fees following discussion during the Intervention meeting with IPC and PY Manager.</i>	non-refundable AUD\$275.00

Note: Amounts includes GST and ATMC PY administration costs may be subject to change

Internship Penalties, Fees and Charges

	Non-compliant	Amount
1	Late response to Internship Planning Notification email (Due date as specified in the email)	non-refundable AUD\$275.00
2	Late submission of Placement Documents (Due date as specified in the email notification)	non-refundable AUD\$275.00
3	Late submission of Internship logbook (Due date as specified in the email notification)	non-refundable AUD\$275.00
4	Request to modify the internship plan and/or pathway after the internship sourcing has commenced	non-refundable AUD\$275.00
5	Request to change of Internship Source once the placement has been organised (agreed by both parties) and the participant unable to provide circumstantial and substantial evidence	non-refundable AUD\$550.00

Note: Amounts includes GST and ATMC PY administration costs may be subject to change

Internship: Remote and Regional Placement Administration fees and charges

	Request	Amount
1	Remote or Regional placement: site inspection and suitability assessment(s)	
	<ul style="list-style-type: none"> ▪ Accounting PYP (physical site inspection and suitability assessment(s)) 	Will be determined according to the location and distance
	<ul style="list-style-type: none"> ▪ ACS (Physical site inspection and suitability assessment(s)) 	Will be determined according to the location and distance

Note: Amounts includes GST and ATMC PY administration costs may be subject to change

Logistics and other additional Charges

	Request	Amount
1	Reprinting of Testamur and Academic Transcripts	AUD\$50.00
2	Academic document(s) - Testamur and Transcripts posting (Local and Interstate)	AUD\$15.00
3	Academic document(s) – Testamur and Transcripts posting (International/overseas)	AUD\$25.00
4	Other material(s)	Specified on the invoice payment

Note: Amounts includes GST and ATMC PY administration costs may be subject to change



2. Accounting Professional Year Program (APYP) Internship: Deferment, Transfer and Suspension Request

It is student's responsibility to ensure any leave application does not affect the current visa, and they can complete the PY program whilst having an active and valid visa. For any queries regarding visa conditions or requirements, students should seek guidance from the Department of Home Affairs.

Additional fees (ATMC PY Administrative fees) for enrolment changes for actions initiated by participants:

➤ Coursework Component

	Request	Amount
1	Class change request, Campus change request	non-refundable AUD\$125.00
2	Deferment, transfer, and suspension request	non-refundable AUD\$125.00
3	Rescheduling a make up class (Non-attending a scheduled make up class, where the absence is not due to extenuating circumstances supported by documentary evidence)	may be subject to a non-refundable AUD\$125.00 administrative fees

Note: Amounts includes GST and ATMC PY administration costs may be subject to change

Re-Assessment Classes (RAC)

All ATMC PY participants who have been identified as needing to attend a RAC, will be required to pay all associated ATMC PY fees for RAC arrangements as follows:

- **AUD\$110.00 (Inc. GST)** per outstanding assessment.
- Capped at **AUD\$220.00 (Inc. GST)** for up to 3 outstanding assessments.
- No more than **3 outstanding assessments per RAC** can be allocated to and attempted by any ATMC PY participant.

➤ Internship Component

	Request	Amount
1	Deferment, transfer, and suspension request (Request submitted after the internship sourcing process has commenced)	non-refundable AUD\$275.00
2	Deferment, transfer, and suspension request (Request submitted after the internship has been successfully sourced for the student)	non-refundable AUD\$550.00
3	Late Internship Placement Commencement Fee 1. Unresponsive students to IPC's request of providing required documentation/evidence to assess the suitability of placement	non-refundable AUD\$275.00



	2. In the event where student is unsuccessful in 3 interviews, student may be liable to pay these Admin fees following discussion during the Intervention meeting with IPC and PY Manager.	
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Note: Amounts includes GST and ATMC PY administration costs may be subject to change

Internship Penalties, Fees and Charges

Any delay in the response or submission of the required information and documentation will affect the internship component.

	Non-compliant	Amount
1	Late response to Internship Planning Notification email (Due date as specified in the email)	non-refundable AUD\$275.00
2	Late submission of Placement Documents (Due date as specified in the email notification)	non-refundable AUD\$275.00
3	Late submission of Internship logbook (Due date as specified in the email notification)	non-refundable AUD\$275.00
4	Request to modify the internship plan and/or pathway after the internship sourcing has commenced	non-refundable AUD\$275.00
5	Request to change of Internship Source once the placement has been organised (agreed by both parties) and the participant unable to provide circumstantial and substantial evidence	non-refundable AUD\$550.00

Note: Amounts includes GST and ATMC PY administration costs may be subject to change

Internship: Remote and Regional Placement Administration fees and charges

	Request	Amount
1	Remote or Regional placement: site inspection and suitability assessment(s)	
	▪ Accounting PYP (physical site inspection and suitability assessment(s))	Will be determined according to the location and distance
	▪ ACS (Physical site inspection and suitability assessment(s))	Will be determined according to the location and distance

Note: Amounts includes GST and ATMC PY administration costs may be subject to change

Logistics and other additional Charges

	Request	Amount
1	Reprinting of Testamur and Academic Transcripts	AUD\$50.00
2	Academic document(s) - Testamur and Transcripts posting (Local and Interstate)	AUD\$15.00



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3	Academic document(s) – Testamur and Transcripts posting (International/overseas)	AUD\$25.00
4	Other material(s)	Specified on the invoice payment

Note: Amounts includes GST and ATMC PY administration costs may be subject to change

Schedule 3 – Withdrawal Process

ACS Professional Year Participant Withdrawal Process

An 'ACS PY Withdrawal Application Form' needs to be completed and this should include the participant's reason for withdrawal. This form can be obtained from the participant's local ATMC PY office. Once completed, the form is returned to ATMC PY who will forward to the ACS on the participant's behalf. As per the Terms & Conditions on the professional year application form, any outstanding tuition fees will need to be paid at time of withdrawal.

Accounting Professional Year (APYP) Participant Withdrawal Process

An ATMC PY 'PYP Withdrawal Form' needs to be completed and this should include the participant's reason for withdrawal. This form can be obtained from the participant's local ATMC PY office. Once completed, the form is returned to ATMC PY, as per the Terms & Conditions on the professional year application form, any outstanding tuition fees will need to be paid at time of withdrawal.