

Graduate Diploma of Digital Orthodontic Treatments (AQF level 8)

RTO: The Digital Orthodontic College

Fees and Refund Policy

Fees

Tuition fees are listed in the current course brochure and on the website. **All fees are GST free and charged in AUD.** Fees can be paid by credit card or via bank deposits to The Digital Orthodontic College. The Digital Orthodontic College may update their administration fees, re-enrolment fees and associated charges from time to time. In such cases, participants will be given a 14 day of notice of any changes in fees.

Payment Options: You must be an actively practicing dentist with own ABN, own indemnity insurance and own business (self-employed associate or employer). This fee and refund policy is part of our [commercial training services contract](#).

Upon receipt participants will have access to the **entire course content** immediately via our e-learning portal, webinars, discussion forum and online library. Any outstanding balances must be paid at course completion or within 12 months if on a payment plan, whichever comes first. A qualification award will not be issued until this is paid.

For Australian or New Zealand residents with a business entity (ABN. Company, Trust), there are two ways to pay the course/tuition fees:

1. **Payment Plan** – A monthly instalment payment plan with terms varying from 3-12 months (interest applies). This is facilitated by our third-party provider - Procure Finance – You will pay equal monthly instalments. Payment plan is only available to Australian / New Zealand residents with an active ABN / NZBN (Procure Finance). Interest applies to all payment plans as per the provider terms and conditions.
2. **Upfront Payment** – This can be paid via credit card online (surcharge applies) or via direct bank deposit (a manual invoice will be sent for this option). Please note that we do not provide any upfront payment discounts.

Fees include all learning materials, assessments, account management, administration including access to the college's e-learning portal, webinars, discussion forum and online library as stated in the program guide. However, you will need to provide your own: digital camera, photographic retractors and mirrors; dental bonding materials and orthodontic instruments; a working laptop with access to video conferencing tools and relevant office suite software; and access to a clear aligner doctor portal.

Additional fees and charges may include (subject to change from time to time without notice):

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| • Recognition of Prior Learning (RPL) | \$3500 per unit of competency |
| • Late completion of course/re-enrolment fee | From \$4900 (GST free) |
| • Re-issue of qualification certificates or results | \$175 (GST free) |
| • Direct debit Dishonour fees/late payments | \$75 per dishonour/late payment |

The Digital Orthodontic College will issue qualification certificates within 30 days of successful completion of the course content and assessments.

Refunds / Cancellations

A student is not entitled to a refund if the student has had their enrolment cancelled if they are in breach of the disciplinary policies outlined in the Participant and The Digital Orthodontic College Rights and Responsibilities. For any other cancellations within 7 days of tuition fee payment, a non-refundable fee of \$4,900 (GST free) applies. Non-refundable portion of fees consists of all application, enrolment fees, establishment and administrative fees.

Refund Calculations are made as below

1. Prior to any access / login is established for our e-learning portal and if enrolment is within 7 days, a non-refundable administrative fee of \$4,900 applies.
2. After access / login has been established to the e-learning portal or >7 days after enrolment, any fee refunds are calculated as below-
 - a. Non-refundable administrative fee of \$4,900, **PLUS**
 - b. Non-refundable tuition fee calculated per month, for every month of enrolment, starting from the date of course commencement as per calculations: (Total Course fee invoiced MINUS \$4,900) / 3.
 - c. **After 3 months of enrolment, there are no refunds allowed for change of mind of circumstances.**

To apply for a refund, students must complete and submit via email the [Refund Request Form](#). If a payment has been made and The Digital Orthodontic College terminates the training and assessment arrangement early or fails to provide the agreed services, a student will be entitled to a full refund of the fee paid if the training to which the payment relates has not yet commenced or a proportionate refund if it has commenced. The refund will be made within three weeks (21 calendar days) and will be transferred into the student's nominated bank account.

Re-enrolment fees / Failure of Course Completion

A fee-free extension of up to three months may be given in extenuating circumstances, upon application. This is negotiated on a case- by-case basis and granted upon a written request via email to info@digitalorthodonticcollege.com which needs to detail the reasons for the deferral.

A re-enrolment fee is applied if a student has not received a competency result by 18 months from the date of enrolment or within 21 months. The re-enrolment fee will provide additional months of access (calculated from the initial date of course end date and not any fee-free extension dates) to all training materials online, including allowance of a carryover of any unused 1-1 coaching sessions. The fees are as set in table below:

EXTENSION PERIOD	FEE IN AUD (GST FREE)
6 MONTHS	\$4900
12 MONTHS	\$9000
DROP OUT, RESUME AT FUTURE DATE	100% FULL NEW COURSE FEE APPLIES

Please Note - The above fee only relates to the AU-accredited Graduate Diploma award and additional re-enrolment fees apply to extend enrolment for other courses or diploma programs. Failure to complete the diploma within a total time enrolment period of 30 months; or those who drop out and wish to resume program at a later date, will not be eligible for re-enrolment fees or extensions. A new and full course fee will apply in these cases. To avoid a full new course fee, please contact us prior to lapse of your enrolment date to apply for and initiate your re-enrolment / extension period.