

TUITION FEE REFUND POLICY

DOMESTIC STUDENTS – COURSES FOR WHICH FEE-HELP OR VET FEE-HELP SUPPORT IS AVAILABLE

Purpose	To provide a fair and equitable tuition fee refund policy.
Scope	This policy applies to domestic students and applies to all courses for which students can apply for FEE-HELP support.
Definitions	<p>“Census date”: a date which is at least 20% of the way through the period during which a Unit of Study is being undertaken.</p> <p>“Special circumstances”: circumstances which are:</p> <ul style="list-style-type: none"> • beyond the student’s control • do not make their full impact on the student until on, or after, the census date; and • make it impracticable for the student to complete the requirements for the unit during the period in which the student undertook, or was to undertake the unit
Policy	<p>1.1 A domestic student, who lodges a written request for withdrawal from a Unit of Study on or before the census date, will be withdrawn without penalty from the Unit of Study in which he or she is enrolled. The student will be refunded any tuition fees paid up front for the Unit of Study and/or will not incur a FEE-HELP and VET FEE-HELP debt for the Unit.</p> <p>The student is not required to apply for a refund; rather the action of withdrawing from a Unit of Study is sufficient action.</p> <p>1.2 A student who lodges a written request for withdrawal from a Unit of Study after the census date will not receive a refund of any tuition fees paid upfront and/or will incur a FEE HELP debt for the Unit of Study.</p> <p>A student may apply to have any tuition fees he or she has paid up front or his or her FEE-HELP balance re-credited, if the student withdraws from a Unit of Study after the census date due to special circumstances, or if the student has been prevented from completing the requirements of a Unit of Study after the census date due to special circumstances.</p> <p>The student must provide independent supporting documentary evidence and demonstrate that there are special circumstances that meet the definition.</p>

	Students who have a FEE-HELP loan for tuition fees for the relevant period should refer to the NIDA Policy on Re-crediting FEE-HELP Balance and Removal of FEE-HELP Debt.
Related policies, procedures and documents	<ul style="list-style-type: none"> • NIDA Policy on Re-crediting FEE-HELP Balance and Removal of FEE-HELP or VET FEE-HELP Debt. • Fee Policy International Students Non Payments and Refunds
Responsibility for implementation	Director/CEO
Approval body	Director/CEO
Date this version approved	12 September 2014
Date effective	12 September 2014
Date of review	January 2016
Contact position	<ul style="list-style-type: none"> • Director, Student and Staff Services • Head of Vocational Studies
TRIM Record No	14/06496