



Tuition Fees and Refunds Policy

Purpose: *To ensure that a fair and reasonable fee and refund procedures are implemented.*

O'Neill Kinesiology College has a comprehensive tuition fees and refund policy to ensure that fair and reasonable fee and refund procedures are implemented.

Procedures

Fees

There are three payment alternatives for fees:

1 Payment each Term

Term payments are due in full by the Administration Date each term.

2 Monthly Payments

Monthly direct debits of equal payments commencing on registration day. This payment facility is arranged with a credit institution and will attract a small charge per month.

3 VET Fee-Help

Eligible students may apply for VET Fee-Help which is an income contingent loan scheme provided by the Commonwealth government. To access VET Fee-Help a student must submit their *Request for VET FEE-HELP Assistance* form by the Administration Date for the relevant term. Forms received after the Administration Date but by the Census Date will incur a \$50 late fee.

Deferral and Withdrawal Procedure

1. If a student wishes to defer or withdraw from their studies after enrolling in a course they must notify the college in writing.
2. Once the deferral/withdrawal notice is received a meeting with the Manager will be organised to finalise all paperwork.
3. If the student is entitled to a refund this will be completed and all monies returned to the student within 28 working days.
4. If the student has any outstanding fees a payment plan must be agreed to during the meeting with the Manager.

Refund Policy for Local Students in VET Fee-Help Enabled Courses

1. If a student withdraws from a VET unit of study prior to the commencement date for that unit of study:

- a) 100% of tuition fees paid for that unit will be refunded to the student; and
 - b) the student will not incur a VET FEE-HELP debt.
2. If a student withdraws from a VET unit of study after the commencement date, but on or before the census date for that unit of study:
 - a) 100% of tuition fees paid for that unit will be refunded to the student; and
 - b) the student will not incur a VET FEE-HELP debt; and
 - c) the student will incur withdrawal fees as follows:
 - \$100 for each Kinesiology unit of study and
 - \$50 for each non-Kinesiology unit of study
 3. If a student withdraws from a VET unit of study after the census date for that unit of study:
 - a) no refund is applicable; and
 - b) the student will incur a VET FEE-HELP debt or be required to pay the full fees applicable for that unit of study.

A student who withdraws after the census date for a unit of study may apply for special consideration in line with the *Student Review Procedures for Re-crediting a FEE-HELP Balance*.

Refund Policy for Local Students in Non VET Fee-Help Enabled Courses

1. If a student withdraws from a unit of study prior to the commencement date for that unit of study:
 - a) 100% of tuition fees paid for that unit will be refunded to the student.
2. If a student withdraws from a unit of study after the commencement date:
 - a) no refund is applicable; and
 - b) the student will be required to pay the full course fees applicable for that unit of study.