

Tuition Fee Refunds

SCOPE

The following AFTT Terms and Conditions are in accordance with the Commonwealth of Australia *Higher Education Support Act (2015)* and subsequent amendments, and the VET Guidelines 2015.

This policy should be read in conjunction with #3.09 **Tuition Fee Refunds & Removal of VSL Debts** and #4.01 **International Student Fee Refund**.

Upon receiving a student's *Application for Deferment and Cancellation of Studies* form (available at Reception) this policy may be enacted on their behalf.

If this policy changes, the most current version will be available on AFTT's website.

DEFINITIONS

For definitions not listed here please refer to AFTT's Glossary.

POLICY and PROCEDURE

This policy occurs when the student does not commence or continue in the course through some action of the student.

Circumstances include, but are not limited to:

- The international student application for a visa is not granted, or
- The student does not commence the course on the agreed start date, or
- The student withdraws or cancels their enrolment in the course, or
- The student fails to pay fees due to AFTT in order to undertake or continue in the course, or
- The student breaches a condition of the student visa, or
- The student's enrolment is cancelled by AFTT due to serious misbehaviour by the student.

The amount of any refund is determined as follows:

CIRCUMSTANCE	OUTCOME
a. Student withdraws, defers or cancels enrolment in unit of study on or before the census date.	The student will not incur a Vet Student Loan debt (VETSL debt) and any fees paid for the unit of study will be fully refunded.
b. Student withdraws, defers or cancels enrolment in unit of study after the census date.	The student will incur a VET Student Loan debt (VETSL debt) and any fees paid for the unit of study will be not be refunded.
c. AFTT has temporarily suspended the enrolment of a student on the grounds of misbehaviour by the student.	Refunds will be calculated in accordance with the circumstances outlined in a) and b) above.

Refund Policy: Provider Default. This occurs in the unlikely event that:

- The course does not begin on the agreed commencement date and the student does not agree to a alternate date or course, or
- The course ceases to be provided at any time after it commences but before it is completed, or
- The course is not provided in full to the student because of a government directive or sanction imposed on AFTT.

In the unlikely event of provider default, AFTT will offer the student either:

- A refund of the unused portion of any pre-paid tuition fees, or
- The option of an alternative place in another course.

In the unlikely event that AFTT fails to meet these obligations, there are other mechanisms to protect students and their fees. Please refer to AFTT's Tuition Assurance policy available on AFTT's website or upon request.

APPLICATION FOR DEFERMENT OR CANCELLATION OF STUDIES

Student Name

Student Signature

Date of Application

Please tick relevant box/s and fill in information where applicable:

Student

☐ Domestic student: ☐ Fee paying ☐ VET Student Loan

☐ International student: ☐ Fee paying ☐ Scholarship / Endeavour

Course

☐ ACTING: ☐ Diploma (CUA51015) ☐ Advanced Diploma (CUA60615)

☐ FILM: ☐ Diploma (CUA51015) ☐ Advanced Diploma (CUA60615)

☐ LIVE PROD : ☐ Diploma (CUA51015) ☐ Advanced Diploma (CUA60615)

Current Tier

☐ Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ Tier 4

Start date of course

Contact Details

Phone

Email

Address

I am applying for:

☐ DEFERMENT of my studies (indicates intention to return)

Period of Deferment: ☐ 6-Months (1 semester) ☐ 1-Year (2 semesters)

☐ CANCELLATION of my studies (indicates no intention of returning)

Effective date of cancellation: _____

Please state the why you wish to defer/cancel your studies:

International Students only

Note: Once an international student has commenced an AFTT course, you cannot defer the commencement of your studies or suspend your studies, except on the grounds of illness (supported by a doctor's certificate) or other exceptional compassionate circumstances beyond your control; for example, bereavement. In such circumstances, if the deferral is granted, your Confirmation of Enrolment (CoE) will be modified accordingly.

Contact Details
(of home country)

Country/
Address

Phone

POSTITIONS RESPONSIBLE
<ul style="list-style-type: none"> • Administration • Campus Manager • Director of Finance and Operations • Chief Executive Officer
RELATED LEGISLATION
<p>This Policy supports AFTT's compliance with the following legislation:</p> <p>2.1 <i>Standards for Registered Training Organisation (RTOs) 2015: Standard 5.3:</i> Where the RTO collects fees from the individual learner, either directly or through a third (3rd) party, the RTO provides or directs the learner to information prior to enrolment or the commencement of training and assessment, whichever comes first, specifying:</p> <ul style="list-style-type: none"> b) the learner's rights as a consumer, including but not limited to any statutory cooling-off period, if one applies; c) the learner's right to obtain a refund for services not provided by the RTO in the event the: <ul style="list-style-type: none"> i) arrangement is terminated early; or ii) the RTO fails to provide the agreed services. <p>2.3 VSL Act 2016 Sections 6,43, and 48 and of the VET Student loan rules 2016(Rules) section 86,87 and 88 And the ESOS Act 2000.</p> <p>For additional information please see https://www.education.gov.au/tuition-assurance-and-provider-closures.</p>