

# TUITION FEE REFUNDS AND REMOVAL OF VET STUDENT LOAN (VSL) & VET FEE HELP (VFH) DEBTS DOMESTIC STUDENTS

Policy #03.09  
Policy Area: Financial Management

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This is a statement of the Academy of Film, Theatre & Television (AFTT) policy in regards to tuition fee refunds and removing VET Student Loan (VSL) & VET FEE HELP (VFH) debts for domestic students who have loans.

The following AFTT Terms and Conditions are in accordance with the Commonwealth of Australia *Higher Education Support Act (2003)* and subsequent amendments, and the VET Guidelines 2016.

## 1 Withdrawal or deferment after enrolment and prior to, or on VSL or VFH Census Date

If written notice of a student withdrawal or deferment is received for a unit of study (semester) or an entire course after enrolment but prior to, or on the Census Date for the semester:

- 1.1 no VSL or VFH debt will be incurred for that semester if the student has applied for a Loan.
- 1.2 AFTT will repay to a student who is, or would be, entitled to VSL or VFH assistance, any VET tuition fees that he/she may have paid for the unit of study. This does not apply where VET tuition assurance arrangements have been activated and the student has elected the VET course assurance option for that unit of study.

## 2. Withdrawal or deferment after enrolment and after the Census date

If written notice of a student withdrawal is received from a unit of study or an entire course after the Census Date of the semester

- 2.1 A VSL or VFH debt will be incurred for that semester.
- 2.2 No refund of that semester's tuition fees will be available.
- 2.3 Deferment is not permitted after the Census Date, unless a special circumstances application is made to the Campus Manager for consideration.

## 3. AFTT cancellation of a course

AFTT reserves the right to cancel or postpone any courses prior to their scheduled start dates, should it be necessary. In such circumstances, if the course is postponed by more than four weeks, and if a student is unable to enrol in a similar course at AFTT, all tuition fees paid in advance will be refunded within 14 business days of cancellation.

## 4. Definitions

**VET Student Loan (VSL):** The newly introduced Commonwealth loans scheme for students to assist them to meet the cost of post-compulsory study. Refer to: [www.studyassist.gov.au](http://www.studyassist.gov.au)

**VET FEE HELP (VFH):** a Commonwealth loans scheme for students to assist them to meet the cost of post-compulsory study. Refer to: [www.studyassist.gov.au](http://www.studyassist.gov.au)

**Withdrawal:** refers to the cancellation of enrolment.

**Unit or VET unit of study:** a VET unit of study approved for VSL or VFH that a student may undertake with AFTT for which the student may access VSL or VFH assistance to pay for all or part of their tuition fees. At AFTT, the VET unit of study is a semester.

**VET Student:** a student who is entitled to VSL or VFH assistance under clause 43 of Schedule 1A of the *Higher Education Support Act (2003)*. It refers to students, who are Australian citizens or permanent humanitarian visa holders who meet the tax file number requirements, and will be resident in Australia for the duration of their VET units of study, and who access VSL or VFH for payment of their tuition fees in respect of the VET unit of study in which they are enrolled.

**Census Date:** a published date set by AFTT no earlier than 20% of the way through a VET unit of study.

**Tuition Fees:** fees paid for a VET unit of study that is approved for VSL or VFH and applies to students who are, or would be entitled to VSL or VFH assistance under clause 43 of Schedule 1A of the Act.

## 5. Publication

This policy is available to students on the AFTT website, [www.aftt.edu.au](http://www.aftt.edu.au), or a copy may be requested from Reception.

Students are made aware of this policy by the Student Recruitment Advisor (SRA) during the enrolment process.

If this policy changes over time, domestic students will be notified via an email update.

## 6. Standards Alignment

This statement complies with the requirements of the following RTO standards:

### 6.1 Standards for Registered Training Organisations 2015

Standard 5.3: Where the RTO collects fees from the individual learner, either directly or through a third party, the RTO provides or directs the learner to information prior to enrolment or the commencement of training and assessment, whichever comes first, specifying:

- 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:
  - i) arrangement is terminated early; or
  - ii) the RTO fails to provide the agreed services.

## 7. Positions Responsible

- Student Recruitment Advisors (SRAs)
- Administration Coordinator
- Compliance Manager
- Campus Manager
- Director of Finance and Operations
- Chief Executive Officer

## 8. Approval

This policy update was approved by the CEO on 14 March 2016.