

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:

- i. The international student application for a visa is not granted, or
- ii. The student does not commence the course on the agreed start date, or
- iii. The student withdraws or cancels their enrolment in the course, or
- iv. The student fails to pay fees due to AFTT in order to undertake or continue in the course, or
- v. The student breaches a condition of the student visa, or
- vi. 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:

- i. The course does not begin on the agreed commencement date and the student does not agree to an alternate date or course, or
- ii. The course ceases to be provided at any time after it commences but before it is completed, or
- iii. 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:

- i. A refund of the unused portion of any pre-paid tuition fees, or
- ii. 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		
<input type="checkbox"/> Domestic student: <input type="checkbox"/> Fee paying <input type="checkbox"/> VET Student Loan		
<input type="checkbox"/> International student: <input type="checkbox"/> Fee paying <input type="checkbox"/> Scholarship / Endeavour		
Course		
<input type="checkbox"/> ACTING: <input type="checkbox"/> Diploma (CUA51015) <input type="checkbox"/> Advanced Diploma (CUA60615)		
<input type="checkbox"/> FILM: <input type="checkbox"/> Diploma (CUA51015) <input type="checkbox"/> Advanced Diploma (CUA60615)		
<input type="checkbox"/> LIVE PROD : <input type="checkbox"/> Diploma (CUA51015) <input type="checkbox"/> Advanced Diploma (CUA60615)		
Current Tier	<input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3 <input type="checkbox"/> Tier 4	
Start date of course		
Contact Details	Phone	
	Email	
	Address	
I am applying for:		
<input type="checkbox"/> DEFERMENT of my studies (indicates intention to return)		
Period of Deferment: <input type="checkbox"/> 6-Months (1 semester) <input type="checkbox"/> 1-Year (2 semesters)		
<input type="checkbox"/> CANCELLATION of my studies (indicates no intention of returning)		
Effective date of cancelation: _____		
Please state the why you wish to defer/cancel your studies:		
International Students only		
<u>Note:</u> 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		
This statement complies with the requirements of RTO standards 5.3 and the ESOS Act 2000. For additional information please see https://www.education.gov.au/tuition-assurance-and-provider-closures .		