

**Purpose:**

The purpose of this policy is to provide information to staff and clients regarding the repayment requirement to a student who is entitled to VET FEE-HELP assistance by Skills Training Australia.

**Policy:**

This refund policy applies to all students who are entitled to VET FEE-HELP assistance.

To be entitled to VET FEE-HELP assistance a person must be an Australian citizen or the holder of a permanent humanitarian visa who will be resident in Australia for the duration of the individual's VET units of study or a New Zealand citizen on special category visa who meet the long term residency requirements.

Skills Training Australia will repay to a student who is, or would be, entitled to VET FEE-HELP assistance any VET tuition fees that he or she may have paid for a VET Unit of study if the student withdraws from that unit on or before the relevant census date.

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.

In the event of a student withdrawing from a VET unit of study on or before the census date for that unit of study:

- The student withdrawing from the unit does not have to request a refund; the action of withdrawal is sufficient
- 100% of tuition fees paid for that unit will be refunded to the student; and
- the student will not incur a VET FEE-HELP debt.

In the event of a student withdrawing from a VET unit of study after census date for that unit of study:

- \*no refund is applicable; and/or
- the student will incur a VET FEE-HELP debt.

**\*Note:** Where a student withdraws from a VET unit of study after the relevant census date, no refund of VET tuition fees will be paid as per *PP127 Student Review Requirements, Refunds and Re-crediting Fee-HELP Balance*.

**Approval Authority:**

This Policy is approved by the Executive Management as indicated and the control copy is one that is maintained within the Quality Management System and as such all hard copies need to be verified.

**Documents Referenced:**

- PP127 Student Review Requirements, Refunds and Re-crediting Fee-HELP Balance.