

STUDENT WITHDRAWAL PROCEDURES AND REFUND POLICY FOR APPROVED COURSES

Definitions

Student: refers to an eligible student who uses a VET student loan to pay all or part of their tuition fees.

Course: refers to a course that has been approved for eligible Students to use a VET student loan to pay for all or part of their tuition fees.

Tuition Fees: refers to fees paid for a Course.

Census Day: refers to a published date set by an approved course provider for each fee period that is at least 20% of the way through the fee period.

1. Withdrawal from a Course

A withdrawal of a Student's enrolment in a part of a Course before the Census Day for that part of the Course must be in accordance with this policy.

A Student of Australasian Beauty Therapy Academy Pty Ltd (Australasian Beauty Therapy Academy) who wishes to withdraw from a Course must do so by completing a *Withdrawal Form* available on from our admin office and sending it to Australasian Beauty Therapy Academy, Unit 2, NO. 32-36 Colbee Court, Phillip, ACT 2606 or by email to: info@abtaedu.com.au

Australasian Beauty Therapy Academy will not charge any fees for a Student to withdraw or impose any barriers on a Student that seeks to withdraw from a Course or part of a Course.

Where a Student has earlier withdrawn from a part of a Course they may apply to re-enrol in a part of the Course by contacting info@abtaedu.com.au

Where a Student withdraws from a Course, or a part of a Course Australasian Beauty Therapy Academy will not, after the withdrawal, enrol the Student in a Course or a part of a Course without the written permission of the Student (which must be given after the withdrawal).

2. Refunds

In the event of a Student withdrawing from part of a Course before the Census Day for that part of the Course, the Student will not incur a VET student loan debt for that part of the Course and will receive a refund for any up-front payment of Tuition Fees for that part of the Course.

In the event of a Student withdrawing from a part of the Course on or after the Census Day for that part of the Course no refund is applicable and the Student will incur a VET student loan debt for that part of the Course.

3. Payment of Refunds

Refunds will be paid within 30 days of the Census Day of that part of the Course to which the withdrawal applies.

4. Publication

This *Withdrawal and Refund Policy for Approved Courses* is made available to Students and persons seeking to enrol with Australasian Beauty Therapy Academy by publication on the website: www.abtaedu.com.au

This refund policy will also form part of enrolment information.