

STUDENT WITHDRAWAL AND REFUND POLICY FOR VET COURSES OF STUDY

Definitions

Eligible Student: refers to students, who are, or would be entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the *Higher Education Support Act 2003*.

VET Course of Study: a course for which an Eligible Student may access VET FEE-HELP assistance to pay for all or part of their Tuition Fees.

VET Unit of Study: a published unit of study that a Student may undertake to complete a VET Course of Study.

Tuition Fees: fees paid for a VET Unit of Study.

Census Date: a published date no earlier than 20% of the way through each VET Unit of Study.

1. Withdrawal from a VET unit of study / VET course of study

Students of Australasian Beauty Therapy Academy Pty Ltd t/as Australasian Beauty Therapy Academy ("ABTA") who wish to withdraw from a VET Unit of Study or VET Course of Study must do so by completing a *Change/Defer/Withdraw Form* and sending it to ABTA Student Services, Unit 2, No. 32-36 Colbee Court, Phillip ACT 2606.

Where a student gives notice that they wish to withdraw from a VET Unit of Study, cancel their enrolment in a VET Course of Study or cancel their request for Commonwealth assistance, ABTA will ensure that the withdrawal or cancellation is effective from the time of notification.

ABTA will not charge any fees for a student to withdraw or impose any barriers on a student that seeks to withdraw from a VET Unit of Study or VET Course of Study.

2. Refunds – students who are eligible for VET FEE-HELP assistance

This section is applicable to students who are Australian citizens, New Zealand citizens that meet the long-term residency requirements¹ or permanent humanitarian visa holders (who are resident in Australia for the duration of the VET Unit of Study) enrolled in a VET Course of Study offered by ABTA.

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

- 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.

3. Refunds – students who are not eligible for VET FEE-HELP assistance

This section is applicable to students who are permanent residents (who are not permanent humanitarian visa holders who are resident in Australia for the duration of the VET Unit of Study) and New Zealand citizens that do not meet the long-term residency requirements enrolled in a VET Course of Study offered by ABTA.

¹ New Zealand citizens who are Special Category Visa holders (as defined by section 32 of the Migration Act 1958) who first entered Australia as a dependent minor; and at least 10 years before applying for VET FEE-HELP have been physically present in Australia for at least eight of the previous 10 years at the time of application for VET FEE-HELP; and have been physically present in Australia for at least 18 months out of the last two years at the time of application for VET FEE-HELP.

In the event of a student withdrawing from a VET Unit of Study on or before the census date for that unit of study 100% of tuition fees paid for that unit will be refunded to the student.

In the event of a student withdrawing from a VET Unit of Study after the census date for that unit of study no refund is applicable.

4. Payment of Refunds

Refunds will be paid within 30 days of the census date of the VET Unit of Study to which the withdrawal applies.

5. Publication

This *Withdrawal and Refund Policy for VET Courses of Study* will be made available to students and persons seeking to enrol with ABTA by publication on the website: www.abtaedu.com.au.

This refund policy will also form part of enrolment information.