

VET FEE-HELP Tuition Fee Refund Policy

Policy Information

Policy Name:	VET FEE-HELP Tuition Fee Refund
Policy Number:	526
Current Version:	4.1 – 05/12/2011
Purpose:	The purpose of this policy is to provide a set of guidelines and rules surrounding the withdrawal of students from VET units of study, and the financial implication in regard to Institute set fines and their VET FEE-HELP debt.
Scope:	This policy applies to all persons studying under identified VET courses of study at SBIT, irrespective of whether or not the person has chosen to access VET FEE-HELP assistance for their tuition fees.
Exceptions:	Nil
Policy Owner:	A/ Institute Director & CEO
Policy Author:	VET FEE-HELP Coordinator, Derek Phillips
Related policies and legislation:	<ul style="list-style-type: none"> ▪ Schedule 1A Higher Education Support Act 2003 (HESA) Higher Education Support Act 2003 ▪ VET FEE-HELP Guidelines VET FEE-HELP Guidelines ▪ VET Provider Guidelines VET Provider Guidelines ▪ VET Administration Guidelines VET Administration Guidelines ▪ Student Ability to Withdraw from Classes within 21 Days of Close of Study Policy No. 513 ▪ Refund and Fee Exemption Policy No. 510 ▪ VET FEE-HELP Review and Re-crediting Policy – Policy No. 523
Internal procedures guided by this policy:	VET FEE-HELP Review and Re-crediting Procedure – Procedure No. 5023

Policy

1.0 Key Dates

1.1 Census Date

The Census Date for a VET unit of study is the closing date for a student to apply for VET FEE-HELP assistance for that VET unit of study. SBIT will set a Census Date for each VET unit of study it provides or proposes to provide in accordance with Schedule 1A of the *Act* [c67].

The Census Date will occur no less than 20% of the way through the period of delivery in which the VET unit of study is being undertaken by students. This will include student breaks, assessment and examination periods.

2.0 Refunds

The *VET Provider Guidelines* [s8.20.1] specify that a student enrolled in a VET unit of study, is entitled to a refund of their tuition fees if they withdraw from their studies on or before the Census Date.

Accordingly, SBIT will repay to a student any payment of the student's tuition fees against a VET unit/s of study that the student made on or before the Census Date if the student is no longer enrolled in the VET unit/s of study the Census Date.

However, this will not apply if:

- the student is no longer enrolled in the VET unit/s of study the Census Date because SBIT has ceased to provide the VET unit/s of study as a result of ceasing to provide the VET course of study in which the VET unit/s of study formed part; and
- the VET Tuition Assurance requirements applied to SBIT at the time that SBIT ceased to provide the VET unit/s of study; and
- the student chose the option designated under those requirements as VET Course Assurance in relation to the VET unit/s of study.

SBIT will refund any upfront payments made by the person towards incidental fees, unless the goods have been received or the services provided; in these cases these fees are non-refundable.

3.0 Withdrawal from VET units of study or Change of Enrolment

A student may at any time during a semester, cancel enrolment for the semester or amend it by withdrawing from one or more VET units of study.

However, the cancellation of enrolment may be subject to academic penalty and/or financial penalty as follows:

- 3.1 Withdrawal from VET unit/s of study or change of enrolment on or before the Census Date:
- (a) no academic penalty; and
 - (b) no financial penalty/fine.

4.0 Recredit and Remission

A student may apply to SBIT to have their FEE-HELP balance re-credited and VET FEE-HELP debt remitted, in special circumstances.

Any student who withdraws from a VET unit/s of study after the Census Date will be referred to the [VET FEE-HELP Review and Re-crediting Procedure No.523](#), and be advised that they may submit a [QF139 Application to Re-credit FEE-HELP Balance – VET Students](#).

Glossary of Terms/Definitions

Terms	Definitions
The Act	Higher Education Support Act 2003
Census Date	SBIT is required to set a Census Date for each VET unit of study that it provides or proposes to provide which is VET FEE-HELP eligible. This is the last date that a person seeking to enrol, can submit a <i>Request for VET FEE-HELP Assistance</i> form for VET units of study for which they are seeking VET FEE-HELP assistance. Students who withdraw from their VET unit of study on or before the Census Date will not incur a VET FEE-HELP debt.
DEEWR	The Commonwealth Government's Department of Education, Employment and Workplace Relations.
HESA	Higher Education Support Act 2003
Incidental fees	<p>A fee is incidental to studies if it:</p> <ul style="list-style-type: none"> ▪ is for a good or service that is not essential to the course of study; ▪ is for an alternative form/s of access to a good or service that is an essential component of course of study but is otherwise made readily available at no additional fee by the provider; ▪ is for an essential good or service that the student has the choice of acquiring from a supplier other than the provider and is for: <ul style="list-style-type: none"> - equipment or items which become the physical property of the student and are not consumed during the program of study; or - food, transport and accommodation costs associated with the provision of field trips that form part of the course of study; ▪ is a fine or penalty, provided it is imposed principally as a disincentive and not in order to raise revenue or cover administrative costs. <p>VET FEE-HELP Assistance does not cover incidental fees. Incidental fees are paid upfront by any SBIT student.</p>
Request for VET FEE-HELP Assistance	The form that must be completed in order for a student to apply for VET FEE-HELP assistance for the VET course of study under which they are studying VET units of study.
Student	A person who is enrolled in a VET course of study with Southbank Institute of Technology.
Tuition fee	<p>Any fee payable to a VET provider by a person enrolled with, or applying for enrolment with, the VET provider. It may also include any fee payable to the provider in respect to the granting of an award, however does not include any fee that is:</p> <ul style="list-style-type: none"> ▪ payable in respect of an organisation of students, or of students and other persons; or ▪ payable in respect of the provision to students of amenities or services that are not of an academic nature; or ▪ payable in respect of residential accommodation; or ▪ determined to be a fee of a kind that is incidental to studies that may be undertaken with a VET Provider, as described under 'incidental fees'; or ▪ a student contribution amount payable in respect of a student.
VET course of study	A structured and integrated course of education, usually consisting of a number of VET units of study, including competencies which lead to a VET Award of Diploma, Advanced Diploma, Vocational Graduate Certificate or Vocational Graduate Diploma.
VET FEE-HELP	The Commonwealth Government loan scheme to assist eligible students to pay their VET tuition fees, and can cover all or part of the student's tuition fees for VET unit/s of study which form part of a VET course of study. These must be undertaken with a body which is approved as a VET FEE-HELP provider under Schedule 1A of the <i>Higher Education Support Act 2003 (HESA)</i> .
VET FEE-HELP	An organisation that is approved under Schedule 1A of the <i>Higher Education</i>

Provider	Support Act 2003 (HESA) to provider VET courses of study and to offer VET FEE-HELP to its students.
VET unit of study	A VET unit of study forms part of a VET course of study for which a person may enrol with a VET Provider, and obtain VET FEE-HELP.
Withdrawal Date	An additional date set, after which students who withdraw from the unit will receive academic penalty, i.e. not competent.

Revision History

Revision Date:	Status: (Draft/Final)	Summary of Changes	Prepared/Approved By:	Revision #:
30/03/2010	Final	Initial Document	FEE-HELP & Scholarships Coordinator, Product Innovation	01
17/05/2010	Final	Changes to Administration Date not accepted by DEEWR	FEE-HELP & Scholarships Coordinator, Product Innovation	02
22/06/2011	Final	Annual review and minor amendments	FEE-HELP & Scholarships Coordinator	03
02/08/2011	Final	Removal of sections 1.2, 3.2 and 3.3	Business Policy and Process Officer	4.0
05/12/2011	Final	Minor change to wording in section 3.1 and updated policy author	FEE-HELP & Scholarships Coordinator	4.1

Distribution

- All Directors
- All educational staff dealing with VET students or persons seeking to enrol
- All non-educational staff dealing with VET students or persons seeking to enrol
- Staff, students and persons seeking to enrol at SBIT