

## 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/VET Student Loan(VSL) 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/VSL 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 Fox Endeavours Pty Ltd trading as Fox Education and Consultancy who wish to withdraw from a VET Unit of Study or VET Course of Study must do so by completing a *Withdrawal Form* and sending it to Fox Education and Consultancy, PO Box 41650, Casuarina NT, 0811 or [accounts@fox.edu.au](mailto:accounts@fox.edu.au)

Fox Education and Consultancy 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Where a student has earlier withdrawn from a part of a course they may apply to re-enrol in a part of the course by contacting [info@fox.edu.au](mailto:info@fox.edu.au)

Where a student withdraws from a course, or part of a course Fox Education and Consultancy will not, after the withdrawal, enroll the Student in a course or part of a course without the written permission of the student (which must be given after the withdrawal).

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

This section is applicable to students who are Australian citizens 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 Fox Education and Consultancy.

In the event of a student withdrawing from a VET Unit of Study on or before the Census Date for that VET Unit of Study:

- 100% of tuition fees paid for that VET Unit of Study will be refunded to the student; and
- the student will not incur a VET FEE-HELP/VET Student Loan debt.

In the event of a student withdrawing from a VET Unit of Study after the Census Date for that VET Unit of Study:

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

### 3. Refunds – students who are not eligible for VET FEE-HELP/VET Student Loan 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 enrolled in a VET Course of Study offered by Fox Education and Consultancy.

In the event of a student withdrawing from a VET Unit of Study on or before the commencement date for that unit, 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 commencement date for that unit, no refund is applicable.

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#### **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 refund policy will be made available to students and persons seeking to enrol with Fox Education and Consultancy by publication on the website: [www.fox.edu.au](http://www.fox.edu.au). This refund policy will also form part of enrolment information.

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