



Bedford College

Policies and Procedures

FEES AND REFUND POLICY DOMESTIC STUDENTS

Policy Statement

Bedford College is committed to ensuring fair and equitable policies and procedures are in place regarding payment to Bedford College of all monies. The College is bound by and accepts the responsibility of Commonwealth and State Legislation governing the operations of the College including refunds of student tuition fees.

Purpose

The purpose of this procedure is to document the process for refunds of student tuition fees where applicable.

Refund of Tuition Fees

Tuition fee is the tuition amount paid for a course/unit of study. Students may decide to withdraw from a course/unit of study before the course/unit has been completed. The amount of refund to which the student is entitled will be calculated in relation to the time of the withdrawal. The following terms and conditions apply to refund of student tuition fees:

- Student Withdrawals MUST be made in writing to the College
- Bedford College will confirm (in writing) receipt of this notification within five working days of receipt of such notification

Please note: The date on which the students is deemed to have withdrawn from their Unit of Study, is the date that the Student Withdrawal Form (or letter of intention to withdraw) is received by the College.

If a student withdraws or cancels enrolment for any reason before the commencement of the first day of classes in a term

- Bedford will refund to the student all tuition money paid for education services that the student has not yet received

If a student withdraws from enrolment after the administration date **

- If a student withdraws enrolment after the Administration Date (the last day to withdraw from a course/unit of study (normally at the end of Week Two in the term) but before the census date (normally Week Four of the term), a \$1000 withdrawal fee will be retained by or due to the College. Any remaining tuition fees paid in advance will be refunded

If a student withdraws from enrolment after the census date **

- If the student withdraws from the unit of study after the census date, the full amount of the tuition fee for the unit of study will be retained by or due to the College; OR the student will incur the VET FEE-HELP debt for the full tuition amount.

*** Please note: The Administration and Census Dates for each course/unit of study are noted on the College' website on commencement of the course/unit of study*

Refund where the College fails to provide a unit of study

If a unit of study is not available, students will be entitled to a full refund or have the tuition fee for that unit of study remain in credit for future use.

Bedford College will refund tuition money paid for a unit of study which the College (i) fails to provide, or (ii) fails to commence on the agreed starting day (or a later day agreed between the College and the student), or (iii) stops providing before it is completed.