



**MELBOURNE
POLYTECHNIC**

MEANS

**DEGREES
DIPLOMAS
CERTIFICATES**

REFUND and FEE INFORMATION 2019

Refund Information

Fee information

- ▶ Administration Fee
- ▶ Amenities Fees
- ▶ Concession Information
- ▶ How to apply
- ▶ Tuition Fees
- ▶ Tuition Payment Plan

All amounts are in AU\$ (Australian dollars)



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REFUND INFORMATION

- To withdraw and apply for a refund of fees, you must first contact the relevant teaching department within 28 days of course commencement date to complete an ***Amendment to Enrolment/Application for Refund of Fees*** form.
- For full details see the Melbourne Polytechnic Student Enrolment, Fees and Charges Policy at:
www.melbournepolytechnic.edu.au/wp-content/uploads/2014/06/Student-Enrolment-Fees-and-Charges-Policy.pdf
- An administrative fee of \$50.00 will be deducted from all refunds for certificate I-IV courses except where the course is cancelled by the Institute. Where fees paid are less than the \$50.00 administrative fee, this may result in no refund being issued.
- Full refund of all payments will be made for ANY course cancelled by Melbourne Polytechnic.
- For cancelled courses or full course withdrawals, Student ID Cards MUST be returned to Melbourne Polytechnic when lodging ***Application for Refund of Fees*** form. Student ID Cards remain the property of Melbourne Polytechnic.
- Application for refunds must be made on official ***Application for Refund of Fees*** form. ***www.melbournepolytechnic.edu.au/wp-content/uploads/2013/05/Refund-of-Fees-Form.pdf***
- Where payment of fees was made by cheque, the refund cheque will be made out in the name of the original payer.
- Credit Card refunds will be refunded on the same card used to make the original payment.
- Refund of fees will not be granted after 28 days of course commencement or re-enrolment commencement date for Certificate I-IV courses, and after census date for Diploma level and above courses.
- Refund of fees will not be granted if students are issued with a Health Care Card after payment of fees.
- **Tuition Payment Plans (DebitSuccess)**
 - No refund of DebitSuccess Billing Fee where repayments have been debited.
 - No refund of initial DebitSuccess \$10.00 Administration Fee after the 5 day Cool Off Period.
- Where special circumstances may need to be considered, for certificate I-IV, applicants are to email a detailed explanation to ***refunds@melbournepolytechnic.edu.au*** outlining the request.
- For Diploma level and above courses, applicants are to complete a Remission of Debt application form. For more information please refer to the Student Enrolment, Fees and Charges Policy at: ***www.melbournepolytechnic.edu.au/fees/vet-student-loans/application-for-re-credit-of-fee-help-special-circumstances***

Course Level	Reason for Refund	Refund Amount
Certificate I, II, III or IV A \$50.00 administrative fee applies to refunds granted for Certificate I, II, III or IV. Where fees paid are less than the \$50.00 administrative fee, this may result in no refund being issued. Refunds will not be granted after 28 days, except in special circumstances as per Student Enrolment, Fees and Charges Policy.	Partial withdrawal prior to or within 28 days of confirmed course commencement or re-enrolment commencement date	Refund of Tuition and Amenities fees for withdrawn subject/s will be granted. Fees for enrolled subjects will remain payable. \$50.00 Administrative fee will be withheld.
	Full withdrawal prior to or within 28 days of confirmed course commencement or re-enrolment commencement date.	Refund of Tuition and Amenities fees for withdrawn course will be granted. \$50.00 Administrative fee will be withheld.
Diploma and Advanced Diploma Refunds will not be granted after after census date, except in special circumstances as per Student Enrolment, Fees and Charges Policy.	Withdrawal from subject/s or course on or before census date.	Refund of Tuition and Amenities fees for withdrawn subject/s will be granted. Fees for enrolled subjects will remain payable. No refund granted after census date, except in "special circumstances". (Refer to the Student Enrolment, Fees & Charges Policy)
Higher Education Refunds will not be granted after after census date, except in special circumstances.	Withdrawal from subject/s or course on or before census date. No refund granted after census date.	100% of all payments.
Institute Accredited Courses Refunds will not be granted after less than 5 days prior to commencement.	Withdrawal from course more than five (5) days prior to commencement.	Refund less 10% of the advertised course price (maximum \$50.00)

Materials Fees (all courses excluding Higher Education)	Refund Amount
Refunds of fees for unissued materials are subject to approval and verification by the appropriate Head of School.	Refunds will not be granted for Materials Fees after 28 days. No refund will be issued outside the current enrolment period.

For further information contact us:

email: refunds@melbournepolytechnic.edu.au

phone: 03 9269 1237

web: www.melbournepolytechnic.edu.au/wp-content/uploads/2014/06/Student-Enrolment-Fees-and-Charges-Policy.pdf

FEE INFORMATION

Tuition Fees

Current tuition fees per course are available at:
www.melbournepolytechnic.edu.au/fees/fees-for-local-students/

VET Student Loans (VSL)

Student applying for VSL are required to complete and submit an Electronic Commonwealth Assistance Form (eCAF) within 28 days from receipt of eCAF email.

Failure to complete the eCAF will result in the student being withdrawn from the course.

Amenities Fees

RPL/RCC, Institute Accredited and Higher Education enrolments do not attract an Amenities fee.

	Per SCH	Minimum	Maximum Cap is reached at 625 SCH
Full Fee	\$0.40	\$50.00	\$250.00
Concession	\$0.40	\$50.00	\$175.00
Workplace delivery or Community locations	N/A	\$50.00	\$50.00

SCH = Scheduled Contact Hours.

RPL = Recognition of Prior Learning

RCC = Recognition of Current Competency

Materials Fees

Actual materials fees payable may vary depending on the course chosen by individual students and the enrolment period of the course they are undertaking.

Concession Information

Students enrolling in Certificates I, II, III or IV in a Government Subsidised place, and holding a current Centrelink Health Care Card, must present their current original card at the time of enrolment in the Enrolment Centre/Skills and Job Centre in order to be charged the concession fee.

This training may be delivered with Victorian and Commonwealth Government funding.
Information correct at November 2018 © MELBOURNE POLYTECHNIC

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