

Refund and Fee Information 2022

- ▶ How to withdraw and apply for a refund
- ▶ Administration Fee
- ▶ Amenities Fees
- ▶ Concession Information
- ▶ Tuition Fees
- ▶ Tuition Payment Plan
- ▶ Student Account

All amounts are in AUD (Australian dollars)



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Refund Information

- To be assessed for eligibility for a refund of fees you must formally advise of your intention to withdraw prior to or within 28 days of confirmed course commencement. Complete and submit the Student Request form at www.melbournepolytechnic.edu.au/student-request and Application for Refund of Fees form online at: www.melbournepolytechnic.edu.au/media/3915/refund-of-fees-application-form.pdf
- For full details see Melbourne Polytechnic Administration of Student Enrolment, Fees and Charges Guidelines and the Administration of Student Enrolment, Fees and Charges Policy at: www.melbournepolytechnic.edu.au/about-us/policies-and-procedures/student-enrolment-fees-and-charges-policy
- 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.
- Application for refunds must be made on official *Application for Refund of Fees* form. www.melbournepolytechnic.edu.au/media/3915/refund-of-fees-application-form.pdf
- All refunds will be issued in the name of the student, unless alternate payee details are completed upon payment. The tax invoice issued will reflect the payee details. Any private arrangements for reimbursement between a student and a third party/employer is outside of the Melbourne Polytechnic Administration of Student Enrolment, Fees and Charges Guidelines/Policy, and will not be entered into. All fees paid are non-transferable outside of Melbourne Polytechnic. Where payment of fees was made by cheque, the refund cheque will be made out in the name of the original payer.
- 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.
- **Tuition Payment Plans (DebitSuccess)**
 - No refund of DebitSuccess 4.4% Billing Fee where repayments have been debited.
 - No refund of initial DebitSuccess \$12.00 Administration Fee after the 5 day Cool Off Period.
- Where special circumstances may need to be considered, for certificate I-IV, applicants are to read guidelines and complete online application form at: www.melbournepolytechnic.edu.au/study/fees/refunds/applying-for-special-circumstances-refunds-certificate-i-iv
- For Diploma level and above courses, applicants are to complete a Remission of Debt application form. For more information please refer to the Administration of Student Enrolment, Fees and Charges Guidelines & the Administration of Student Enrolment, Fees and Charges Policy at: www.melbournepolytechnic.edu.au/about-us/policies-and-procedures/student-enrolment-fees-and-charges-policy

Course Level	Reason for Refund	Refund Amount
<p>Certificate I, II, III or IV</p> <p>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.</p> <p>Refunds will not be granted after 28 days, except in special circumstances as per the Administration of Student Enrolment, Fees and Charges Guidelines & the Administration of Student Enrolment, Fees and Charges Policy</p>	<p>Partial withdrawal prior to or within 28 days of confirmed course commencement or re-enrolment commencement date</p>	<p>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.</p> <p>No refund granted after 28 days of confirmed course commencement, except in “special circumstances”. (Refer to the Administration of Student Enrolment, Fees and Charges Guidelines & the Administration of Student Enrolment, Fees and Charges Policy)</p>
	<p>Full withdrawal prior to or within 28 days of confirmed course commencement or re-enrolment commencement date.</p>	<p>Refund of Tuition and Amenities fees for withdrawn course will be granted. \$50.00 Administrative fee will be withheld.</p> <p>No refund granted after 28 days of confirmed course commencement, except in “special circumstances”. (Refer to the Administration of Student Enrolment, Fees and Charges Guidelines & the Administration of Student Enrolment, Fees and Charges Policy)</p>
<p>Diploma and Advanced Diploma</p> <p>Refunds will not be granted after census date, except in special circumstances as per the Administration of Student Enrolment, Fees and Charges Guidelines & the Administration of Student Enrolment, Fees and Charges Policy</p>	<p>Withdrawal from subject/s or course on or before census date.</p>	<p>Refund of Tuition and Amenities fees for withdrawn subject/s will be granted. Fees for enrolled subjects will remain payable.</p> <p>No refund granted after census date, except in “special circumstances”. (Refer to the Administration of Student Enrolment, Fees and Charges Guidelines & the Administration of Student Enrolment, Fees and Charges Policy)</p>
<p>Higher Education</p> <p>Refunds will not be granted after census date, except in special circumstances.</p>	<p>Withdrawal from subject/s or course on or before census date. No refund granted after census date.</p>	<p>100% of all payments.</p>
<p>Institute Accredited Courses</p> <p>Refunds will not be granted less than 5 days prior to commencement.</p>	<p>Withdrawal from course more than five (5) days prior to commencement.</p>	<p>Refund less 10% of the advertised course price (maximum \$50.00)</p>
<p>Materials Fees (all courses excluding Higher Education)</p>		<p>Refund Amount</p>
<p>Refunds of fees for unissued materials are subject to approval and verification by the appropriate Manager.</p>		<p>Refunds will not be granted for Materials Fees after 28 days. No refund will be issued outside the current enrolment period.</p>

For further information:

Email: refunds@melbournepolytechnic.edu.au

Student Request form: www.melbournepolytechnic.edu.au/student-request

Refund Application form: www.melbournepolytechnic.edu.au/media/3915/refund-of-fees-application-form.pdf

Web: www.melbournepolytechnic.edu.au/about-us/policies-and-procedures/student-enrolment-fees-and-charges-policy

Fee Information

Tuition Fees

Current tuition fees per course are available at:

www.melbournepolytechnic.edu.au/study/fees/local-student-fees/fees-for-local-vocational-education-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

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 and valid Centrelink Concession Card, must present their current original card at the time of enrolment to be assessed for the concession fee rate.

Concession Refunds

Where a prospective student is not able to produce appropriate proof of concession at the time of enrolment, the student has up to the commencement of training to present with a valid concession card, i.e. the effective commencement date on the concession card must be on or before the date of commencement of training. Where a student has paid full Tuition Fees and subsequently presents a valid Concession Card within ten days of course commencement date, a refund may be applied.

Student Account Refunds

The Student Account is a holding account for a student where they are entitled to a credit of funds that have not been issued as a refund. The funds are retained within the individual student record for future use.

Where a refund is required for the purpose of a course transfer or correction of enrolment the refund amount will be deposited into the Student Account for future use. Where the amount payable exceeds the funds available in the student account, the student is required to pay the difference. Where the amount payable is less than the funds available in the student account, excess funds of more than \$5.00 will be refunded.

Where the refund amount equates to \$5.00 or less, refund amount will be deposited into Student Account for future use, this applies where there is no credit card option to issue a refund to.

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