



MELBOURNE
POLYTECHNIC

MEANS

DEGREES
DIPLOMAS
CERTIFICATES

REFUND and FEE INFORMATION 2017

Refund Information

Fee information

- ▶ Tuition Fees
- ▶ Amenities Fees
- ▶ Concession Information

All amounts are in AU\$ (Australian dollars)



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POLYTECHNIC**

REFUND INFORMATION

- To apply for a refund of fees, an ***Amendment to Enrolment/Withdrawal*** form must first be completed and lodged within four (4) weeks of course commencement date.
- For full details see the Melbourne Polytechnic Student Enrolment, Fees and Charges Policy at: www.melbournepolytechnic.edu.au/wp-content/uploads/2014/06/nmitgovd7200.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/BISF7223-Application-for-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.
- Where special circumstances may need to be considered, applicants are to email a detailed explanation to refunds@melbournepolytechnic.edu.au outlining the request. For more information please refer to the Student Enrolment, Fees and Charges Policy at: www.melbournepolytechnic.edu.au/wp-content/uploads/2013/05/BISF7223-Application-for-Refund-of-Fees-Form.pdf

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.	Full withdrawal prior to or within four (4) weeks of confirmed start date of class.	Refund of Tuition and Amenities fees* for withdrawn subject/s will be granted. Fees for enrolled subject's will remain payable. Materials and \$50.00 Administrative fee will be withheld.
	Partial withdrawal within four (4) weeks of confirmed start date of class.	Refund of Tuition and Amenities fees* for withdrawn subject/s will be granted. Fees for enrolled subject's will remain payable. Materials and \$50.00 Administrative fee will be withheld.
	Partial or full withdrawal after four (4) weeks of commencement of class.	No refund of any fees paid granted after four (4) weeks for any class.
Diploma and Advanced Diploma No refund granted after census date, except in special circumstances.	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 subject's will remain payable. Materials fee will be withheld. No refund granted after census date, except in "special circumstances". (Refer to the Student Enrolment, Fees & Charges Policy)
Higher Education No refund granted 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. No refund granted after census date, except in "special circumstances". (Refer to the Student Enrolment, Fees & Charges Policy)
Institute Accredited Courses No refund granted 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) No refund granted less than 5 days prior to commencement.

* Refund of Tuition and Amenities fees are dependant on subject hours attended for partial course/class/module withdrawals within four (4) weeks of the confirmed class start date.
Certificates I, II, III or IV only: Where fees paid are less than the \$50.00 administrative fee, this may result in no refund being issued.

Material Fees (all courses excluding Higher Education)

Materials fees refunds are subject to approval and verification by the appropriate Head of School. No refund will be issued for Material fees after four (4) weeks from scheduled commencement for any VET course/class/module where attendance/results are recorded. No refund will be issued outside the current academic year.

For further information please email: refunds@melbournepolytechnic.edu.au

phone: 03 9269 1237 or

search: www.melbournepolytechnic.edu.au/fees/fees-for-local-students/local-refund-policy/

FEE INFORMATION

Tuition Fees

Current tuition fees per course are available at:

www.melbournepolytechnic.edu.au/fees/fees-for-local-students

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 subjects chosen by individual students and the year or semester 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..

The card must be produced at the time of enrolment and must cover the confirmed start date of the course to be eligible for concession fees.

This training may be delivered with Victorian and Commonwealth Government funding.
Information correct at November 2016 © MELBOURNE POLYTECHNIC



National Provider No. 3075 | CRICOS Provider 00724G |3377|SA|171116|