Tuition Fee Refund Policy

DOCUMENT REVISION

<table>
<thead>
<tr>
<th>Version</th>
<th>Release Date</th>
<th>Change</th>
<th>Approved</th>
<th>Review Date</th>
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</thead>
<tbody>
<tr>
<td>3.0</td>
<td>02/2016</td>
<td>Revision of process to reflect current scope and operations</td>
<td>L Edwards</td>
<td>02/2017</td>
</tr>
<tr>
<td>2.0</td>
<td>10/2014</td>
<td>Revision of process for due to change in Scope</td>
<td>N Coward</td>
<td>09/2015</td>
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<tr>
<td>1.0</td>
<td>04/09/13</td>
<td>Implementation of updated policy &amp; procedure in accordance with relevant VET Fee HELP legislation</td>
<td>N Coward</td>
<td>09/2014</td>
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<tr>
<td>0</td>
<td>12/04/11</td>
<td>New release</td>
<td>J Cook</td>
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Purpose

The purpose of this policy is to provide a set of guidelines and rules surrounding the withdrawal of students from VET Units of Study, and the financial implication in regard to their VET FEE-HELP debt or course fees.

Scope

This policy applies to all students and persons seeking to enrol that are, or would be entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Higher Education Support Act 2003 (HESA). To be entitled to VET FEE-HELP assistance a person must be an Australian citizen or the holder of a permanent visa who will be resident in Australia for the duration of their VET Units of Study.

Compliance Reference

- Higher Education Support Act Section 2003 (HESA) – schedule 1A

Background and General Guidelines

The student tuition fee is the tuition amount paid for a Unit of Study. Students may decide to withdraw from a Unit of Study before the unit has been completed.

Captain Cook College publishes a schedule of tuition fees and Census Dates on our website www.captaincookcollege.edu.au.

Captain Cook College may, from time to time, access funds from a variety of Local, State or Federal programs and will be required to adhere to relevant guidelines in relation to Tuition Fee Refund.

Refunds for students who are eligible for VET FEE-HELP assistance

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

- 100% of tuition fees paid for that unit will be refunded;
- the student will not incur a VET FEE-HELP debt; and
- refunds are subject to being processed by the Australian Taxation Office.

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

- no refund is applicable;
- the student will incur a VET FEE-HELP debt; and
- Re-credit may be available for students who meet Special Circumstance criteria (refer Re-credit policy).

Refunds for Restricted Access (VET FEE-HELP)

Refunds will be negotiated within each Restricted Access Agreement with employers or industry bodies.

Publication Plan

<table>
<thead>
<tr>
<th>External</th>
<th>Location</th>
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<tbody>
<tr>
<td>Captain Cook College Website</td>
<td><a href="http://www.ccc.edu.au">http://www.ccc.edu.au</a></td>
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<tr>
<td>Domestic Student Handbook</td>
<td>Student Handbook</td>
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<tr>
<td>Internal</td>
<td>College Intranet (SharePoint)</td>
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