RCDC Refund Policy for Domestic Students Enrolled in Higher Education and VET FEE-HELP Enabled Courses

1. Policy coverage
This refund policy is applicable to all domestic students who are enrolled in a higher education course or VET FEE-HELP enabled course offered by Raffles College.

For the purposes of this policy the word “subject” means:
- a VET unit of study that forms part of a VET course of study that is VET FEE-HELP enabled; or
- a higher education unit of study that forms part of a higher education course of study.

2. Withdrawal from a subject/course
Students of Raffles College who wish to withdraw from a subject or course of study must do so by writing to the Student Services Director.

3. Refunds – students who are eligible for FEE-HELP or VET FEE-HELP assistance
This section is applicable to domestic students who are Australian citizens or permanent humanitarian visa holders (who are resident in Australia for the duration of the subject) enrolled in a subject.

In the event of a student withdrawing from a subject on or before the census date for that subject:
- the student will not incur a FEE-HELP debt or VET FEE-HELP debt

In the event of a student withdrawing from a subject after the census date for that subject:
- the student will incur a FEE-HELP debt or VET FEE-HELP debt.

4. Refunds – students who are not eligible for FEE-HELP or VET FEE-HELP assistance
This section is applicable to domestic students who are permanent residents (who are not permanent humanitarian visa holders who are resident in Australia for the duration of the unit of study) and New Zealand citizens enrolled in a unit of study.

In the event of a student withdrawing from a subject on or before the census date for that subject 100% of tuition fees paid for that subject will be refunded to the student.

In the event of a student withdrawing from a subject after census date for that subject no refund is applicable.

5. Payment of Refunds
Refunds will be paid within 28 days of the census date of the subject to which the withdrawal applies.

6. Special circumstances
A student who withdraws after the census date for a subject may apply for special consideration in line with the Student Review Procedures for Re-crediting a FEE-HELP Balance.

7. Publication
This refund policy will be made available to students and persons seeking to enrol, by publication on the Raffles College website (www.raffles.edu.au). This refund policy will also form part of enrolment information.

Approved 12 September 2012
Updated May 2015