REFUND POLICY
VET FEE-HELP ENABLED COURSES

1. Date Last Updated / Modified **June 2009**

2. Date of Review **December 2010 or earlier as required**

1. Policy coverage

This refund policy is applicable to all students who are enrolled in a course which is enabled for VET FEE-HELP assistance.

2. Refunds

In the event of a student withdrawing from a VET unit of study prior to the end of the census date* for that unit of study:

- any tuition fees paid on or before the census date for that unit will be fully refunded to the student; and
- the student will not incur a VET FEE-HELP debt.

In the event of a student withdrawing from a VET unit of study after the end of the census date for that unit of study:

- no refund is applicable; and/or
- the student will incur a VET FEE-HELP debt.

** A census date that is no earlier than 20% of the way through a VET unit of study will be set by the Benchmark College for each VET unit of study. Benchmark College will ensure that all students are informed of the census date for each VET unit of study in the manner and by the date prescribed in the VET Administration Guidelines.*

Refunds will be made within 28 days of the census date of the VET unit of study to which the withdrawal applies.

3. Special circumstances

A student who withdraws after the census date for a VET unit of study may apply for special consideration in line with the *Student Review Procedures for Re-crediting a FEE-HELP Balance*.

4. Publication

This refund policy will be made available to students and persons seeking to enrol with the College by publication on the Benchmark College website (www.benchmark.edu.au).