



Refunds to Students Policy

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Introduction:

Foundation College may refund charges:

1. for services that are not able to be conducted as planned by Foundation CollegeC (eg cancelled courses) when students withdraw from programs.

Purpose:

This policy addresses refunds for all programs delivered at Foundation College and has been developed to ensure that students are appropriately charged.

Where applicable, the Guidelines about Fees for Skills First Funded students are utilised. As some programs receive funding under different contracts, the CEO and Managers will take into account the relevant guidelines accordingly.

Programs:

Non Government Funded Programs:

- Applications for refund will be considered if they are received at least ten days prior to commencement of course.
- A full refund is given when the course is cancelled by Foundation College.
- An administration fee of \$50.00 is applicable for all course withdrawals.
- If a student withdraws after the commencement of a course, the course manager will consider applications for pro-rata refunds.
- The Chief Executive Officer (CEO) may alter the above conditions in special circumstances.



Government Funded Programs:

For funded programs Foundation College adheres to the Guidelines about Fees for Skills First Funded students.

- A full refund of tuition fees will be provided for any withdrawal made up to the end of week four of any course. An administration fee of \$50.00 will be charged to the student. Students will not be refunded for course materials or any other applicable fees.
- Students who withdraw after the first four weeks of any course will be provided with a pro-rata refund of tuition fees for any modules/units not yet commenced. An administration fee of \$50.00 applies in this case. Students will not be refunded for course materials or any other applicable fees.
- If a course is cancelled by Foundation College at any time during the period of a student's enrolment, then Foundation College will refund the pro-rata tuition fees, student services fees and amenities fees, any incidental fees for goods and services that have not been used prior to the date of cancellation, and fees for materials that have not been used prior to the date of cancellation.

Independent Specialist School Programs:

For VCAL programs the following will apply.

- A full refund of tuition fees will be provided for any withdrawal made up to the end of week four of any course. An administration fee of \$50.00 will be charged to the student. Students will not be refunded for course materials, resources or registration fees.
- Students who withdraw after the first four weeks of any VCAL program will be provided with a pro-rata refund of tuition fees for any modules/units not yet commenced. An administration fee of \$50.00 applies in this case. Students will not be refunded for course materials, resources or registration fees.
- If a program is cancelled by Foundation College at any time during the period of a student's enrolment, then Foundation College will refund the pro-rata tuition fees, student services fees and amenities fees, any incidental fees for goods and services that have not been used prior to the date of cancellation, and fees for materials that have not been used prior to the date of cancellation.

All Programs:

- Should Foundation College cease operations we will make every endeavour to refund fees for training/assessment not yet provided as per the dot points above.

Related Documents:

Student Withdrawal Form