

# Refund and Fee Information 2024

- ▶ How to withdraw and apply for a refund
- ▶ Administration Fee
- ▶ Amenities Fees
- ▶ Concession Information
- ▶ Tuition Fees
- ▶ Tuition Payment Plan
- ▶ Student Account

All amounts are in AUD (Australian dollars)



**MELBOURNE  
POLYTECHNIC**

## Refund Information

- To be assessed for a refund a Refund Application Form must be submitted within 28 days of course commencement.
  - The student must submit the Application for Refund of Fees Form within twenty-eight (28) days from the confirmed course commencement to be considered for a refund's assessment. Application for Refund of Fees form online at: <https://www.melbournepolytechnic.edu.au/media/mqrpck24/application-for-refund-of-fees-form.pdf>
  - The student must notify the teaching department or submit a Student request Form in writing of your withdrawal prior to or within twenty-eight (28) days of confirmed course commencement. Student request Form [www.melbournepolytechnic.edu.au/student-request](http://www.melbournepolytechnic.edu.au/student-request)
- 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.
- Refund of fees will not be granted after twenty-eight (28) days of course commencement or re-enrolment commencement date for Certificate I-IV courses, and after census date for Diploma level and above courses.
- Full refund of all payments will be made for ANY course canceled by MP providing the student submits a Refund Application Form
- For full details see Melbourne Polytechnic Administration of Student Enrolment, Fees and Charges Guidelines and the Administration of Student Enrolment, Fees and Charges Policy at: [www.melbournepolytechnic.edu.au/about-us/policies-and-procedures/student-enrolment-fees-and-charges-policy](http://www.melbournepolytechnic.edu.au/about-us/policies-and-procedures/student-enrolment-fees-and-charges-policy)
- All refunds will be issued in the name of the student, unless alternate payee details are completed upon payment. The tax invoice/receipt issued will reflect the payee details. Any private arrangements for reimbursement between a student and a third party/employer is outside of the Melbourne Polytechnic Administration of Student Enrolment, Fees and Charges Guidelines/Policy, and will not be entered into. All fees paid are non-transferable outside of Melbourne Polytechnic.
- Application for refunds must be made by applying and submitting the official Application for Refund of Fees form. <https://www.melbournepolytechnic.edu.au/media/mqrpck24/application-for-refund-of-fees-form.pdf>

## Tuition Payment Plans (Xplor DebitSuccess )

- No refund of Xplor DebitSuccess 4.7% Billing Fee where repayments have been debited.
- No refund of initial Xplor DebitSuccess \$13.64 Administration Fee after the five (5) day Cool Off Period.

## Special Circumstances

- Where special circumstances may need to be considered, for certificate I-IV, applicants are to read guidelines and complete online application form at: [www.melbournepolytechnic.edu.au/study/fees/refunds/applying-for-special-circumstances-refunds-certificate-i-iv](http://www.melbournepolytechnic.edu.au/study/fees/refunds/applying-for-special-circumstances-refunds-certificate-i-iv)
- For Diploma level and above courses, applicants are to complete a Remission of Debt application form. For more information please refer to the Administration of Student Enrolment, Fees and Charges Guidelines & the Administration of Student Enrolment, Fees and Charges Policy at: [www.melbournepolytechnic.edu.au/about-us/policies-and-procedures/student-enrolment-fees-and-charges-policy](http://www.melbournepolytechnic.edu.au/about-us/policies-and-procedures/student-enrolment-fees-and-charges-policy)

Course Level	Reason for Refund	Refund Amount
<b>Certificate I, II, III or IV</b> A \$50.00 administrative fee applies to refunds granted for Certificate I, II, III or IV. Where fees paid are less than the \$50.00 administrative fee, this may result in no refund being issued.  Refunds will not be granted after twenty-eight (28) days, except in special circumstances as per the Administration of Student Enrolment, Fees and Charges Guidelines & the Administration of Student Enrolment, Fees and Charges Policy	Partial withdrawal prior <b>to</b> or <b>within</b> twenty-eight (28) days of confirmed course commencement or re-enrolment commencement date  * Twenty eight (28) days of the earliest confirmed class commencement in the current enrolment for which fees have been paid, or where there is no attendance, the earliest class commencement date identified on the Student Training Plan	Refund of Tuition and Amenities fees for eligible withdrawn subject/s will be granted. Fees for enrolled subjects will remain payable. \$50.00 Administrative fee will be withheld.  No refund granted <b>after</b> twenty-eight (28) days of confirmed course commencement, except in “special circumstances”. (Refer to the Administration of Student Enrolment, <b>Fees and Charges Guidelines</b> & the <b>Administration of Student Enrolment, Fees and Charges Policy</b> )
	Full withdrawal prior <b>to</b> or <b>within</b> twenty-eight (28) days of confirmed course commencement or re-enrolment commencement date.  * Twenty eight (28) days of the earliest confirmed class commencement in the current enrolment for which fees have been paid, or where there is no attendance, the earliest class commencement date identified on the Student Training Plan	Refund of Tuition and Amenities fees for withdrawn course will be granted. \$50.00 Administrative fee will be withheld.  No refund granted <b>after</b> twenty-eight (28) days of confirmed course commencement, except in “special circumstances”. (Refer to the Administration of Student Enrolment, <b>Fees and Charges Guidelines</b> & the <b>Administration of Student Enrolment, Fees and Charges Policy</b> )
<b>Diploma and Advanced Diploma</b>  Refunds will not be granted <b>after</b> census date, except in special circumstances as per the Administration of Student Enrolment, Fees and Charges Guidelines & the Administration of Student Enrolment, Fees and Charges Policy	Withdrawal from subject/s or course <b>on</b> or <b>before</b> census date.	Refund of Tuition and Amenities fees for withdrawn subject/s will be granted. Fees for enrolled subjects will remain payable.  No refund granted <b>after</b> census date, except in “special circumstances”. (Refer to the Administration of Student Enrolment, <b>Fees and Charges Guidelines</b> & the <b>Administration of Student Enrolment, Fees and Charges Policy</b> )
<b>Higher Education</b>  Refunds will not be granted <b>after</b> census date, except in special circumstances.	Withdrawal from subject/s or course <b>on</b> or <b>before</b> census date. No refund granted <b>after</b> census date.	100% of all payments.
<b>Institute Accredited Courses</b>  Refunds will not be granted <b>less than</b> five (5) days prior to commencement.	Withdrawal from course <b>more than</b> five (5) days prior to commencement.	Refund less 10% of the advertised course price (maximum \$50.00)

Materials Fees (all courses excluding Higher Education)	Refund Amount
Refunds of fees for unissued materials are subject to approval and verification by the appropriate Manager.	Refunds will not be granted for Materials Fees after twenty-eight (28) days. No refund will be issued outside the current enrolment period.

**For further information:**

**Email:** [refunds@melbournepolytechnic.edu.au](mailto:refunds@melbournepolytechnic.edu.au)  
**Student Request form:** [www.melbournepolytechnic.edu.au/student-request](http://www.melbournepolytechnic.edu.au/student-request)  
**Refund Application form:** [www.melbournepolytechnic.edu.au/media/mqrpck24/application-for-refund-of-fees-form.pdf](http://www.melbournepolytechnic.edu.au/media/mqrpck24/application-for-refund-of-fees-form.pdf)  
**Web:** [www.melbournepolytechnic.edu.au/about-us/policies-and-procedures/student-enrolment-fees-and-charges-policy](http://www.melbournepolytechnic.edu.au/about-us/policies-and-procedures/student-enrolment-fees-and-charges-policy)

# Fee Information

## Tuition Fees

Current tuition fees per course are available at:

[www.melbournepolytechnic.edu.au/study/fees/local-student-fees/fees-for-local-vocational-education-students](http://www.melbournepolytechnic.edu.au/study/fees/local-student-fees/fees-for-local-vocational-education-students)

## VET Student Loans (VSL)

Student applying for VSL are required to complete and submit an Electronic Commonwealth Assistance Form (eCAF) within twenty-eight (28) days from receipt of eCAF email.

Failure to complete the eCAF will result in the student being withdrawn from the course.

## 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

Materials fees payable may vary depending on the course chosen by individual students and the enrolment period 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 and valid Centrelink Concession Card, must present their current original card at the time of enrolment to be assessed for the concession fee rate.

## Concession Refunds

Where a prospective student is not able to produce appropriate proof of concession at the time of enrolment, and has paid full Tuition fees, the student has twenty-eight (28) days from course commencement of training to present in person a valid concession card, i.e. the effective commencement date on the concession card must be on or before the date of commencement of training.

A refund will apply providing that the Commencement Date on the Concession Card is on or before the date of commencement of training. Students will be required to submit an Application for Refund of Fees form.

Where a student presents a valid Concession Card part way through their study, the student will be entitled to a refund for all Units of Competencies that have been paid in full, but not yet commenced. The student will be required to submit an Application for Refund of Fees form. The Concession rate will also be applied for enrolment in any future Units of Competency in the same course.

## Student Account Refunds

The Student Account is a holding account for a student where they are entitled to a credit of funds that have not been issued as a refund. The funds are retained within the individual student record for future use up to three (3) years.

Where a refund is required for the purpose of a course transfer or correction of enrolment the refund amount will be deposited into the Student Account for future use. Where the amount payable exceeds the funds available in the student account, the student is required to pay the difference. Where the amount payable is less than the funds available in the student account, excess funds will be refunded.

Information correct at January 2024 © MELBOURNE POLYTECHNIC

 <b>MELBOURNE POLYTECHNIC</b>	 <b>TAFE VICTORIA</b>
National Provider No. 3075   CRICOS Provider 00724G   4460 SH 220124	