

## **Refund Policy – VET Student Loan & Non VET Student Loan enabled courses**

### **Withdrawal from any course or module**

Students of MVJ Enterprises Pty Ltd t/as Perth College of Beauty Therapy who wish to withdraw from any course or module must do so in writing to the RTO Manager at Perth College of Beauty Therapy, PO Box 501, Victoria Park WA 6979 or by email to [admin@perthcollege.com.au](mailto:admin@perthcollege.com.au)

### **Refunds – students who are eligible for VET STUDENT LOANS assistance**

This section is applicable to students who are Australian citizens, qualifying New Zealand citizens or permanent humanitarian visa holders (who are resident in Australia for the duration of the VET unit of study) enrolled in a VET STUDENT LOANS enabled course offered by Perth College of Beauty Therapy.

In the event of a student withdrawing from a VET 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 to the student; and
- The student will not incur a VET STUDENT LOANS debt.

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; and/or
- The student will incur a VET STUDENT LOANS debt.

### **Refunds – students who are not eligible for VET STUDENT LOANS assistance**

This section is applicable to students who are not permanent residents, not qualifying New Zealand citizens or permanent humanitarian visa holders who are resident in Australia for the duration of the VET unit of study enrolled in a VET STUDENT LOANS enabled course offered by Perth College of Beauty Therapy.

In the event of a student withdrawing from VET 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 to the student.

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.

### **Payment of refunds**

Refunds will be paid within 30 days of the census date of the VET unit of study to which the withdrawal applies.

### **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*.

### **Refunds – non VET STUDENT LOANS enabled courses**

If a student withdraws from a non-VET STUDENT LOANS enabled course more than 2 weeks before the course commences they will be refunded all course fees minus the deposit.

If a student withdraws from a non-VET STUDENT LOANS enabled course less than 2 weeks before the course commences they will be refunded course fees minus the deposit and the first module cost.

If a student withdraws from a non-VET STUDENT LOANS enabled course after the course commences they will be refunded course fees minus the deposit and the cost of any modules commenced.

### **Applying for a refund**

To apply for a refund all students put their request writing to the RTO Manager at Perth College of Beauty Therapy, PO Box 501, Victoria Park WA 6979 or by email to [admin@perthcollege.com.au](mailto:admin@perthcollege.com.au)

Students enrolled on non-VET STUDENT LOANS enabled courses will be asked to complete and return a refund request form.

### **Publication**

This refund policy will be made available to students and persons seeking to enrol with Perth College of Beauty Therapy by publication on the website: [www.perthcollege.com.au](http://www.perthcollege.com.au). This refund policy will also form part of enrolment information.