

## **RCDC Refund Policy for Domestic Students Enrolled in VET Courses**

### **1. Policy coverage**

This refund policy is applicable to all domestic students who are enrolled in a VET course (e.g. Certificate courses) offered by Raffles College.

### **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**

In the event of a student withdrawing from a subject on or before the starting 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 the starting date for that subject, no refund is applicable.

If a student fails to pay Raffles College an amount for which he/she is liable, either directly or indirectly, or if his/her conduct is unacceptable, then any prepaid tuition fees will be non-refundable, and Raffles College will no longer provide the course to the student.

If the student's course does not start on the agreed starting date, or if the course ceases to be provided before it is completed, or if the course is not provided in full (known as 'provider default') an alternative course will be provided through the ACPET Australian Student Tuition Assurance Scheme. If an alternative course cannot be provided then any prepaid tuition fees for that course will be refunded within 14 days.

### **4. Payment of Refunds**

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

### **5. 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](http://www.raffles.edu.au)). This refund policy will also form part of enrolment information.

Approved 12 September 2012

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