



REFUND OF TUITION FEES AND RE-CREDITING OF FEE-HELP DEBT POLICY: EDUCATION; COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

Responsible officer	Dean for Academic and Regional Development	
Contact	Kerry Todd-Smith, Policy Coordinator, kerryt@morling.edu.au	
Approved by	Academic Board	
Responsible body	Academic Board	
Approval date	17th October 2018	
Effective date	17th October 2018	
Review date	October 2021	
Superseded documents	Refund of Tuition Fees and Re-crediting of FEE-HELP Debt Policy: Education and Counselling 2014	
Related documents	Special Circumstances Policy: Education; Counselling, Chaplaincy and Spiritual Care Compassionate Withdrawal Policy: Education; Counselling, Chaplaincy and Spiritual Care Variation to Enrolment Policy and form	
Policy classification <i>Select a General OR an Academic option</i>	General	Academic Student Services and Administration

1. PURPOSE

To define the circumstances in which tuition fees may be refunded and/or FEE-HELP debt may be re-credited.

2. DEFINITIONS

Key Term or Acronym	Definition
Census date	The point at which a student's enrolment in a course becomes effective and they become financially liable for the course.
Withdrawal date	The date the student withdrew, or if the student did not withdraw, the last day of the period of study in which the unit of study was undertaken.

3. SCOPE

This policy applies to all Education; Counselling; Chaplaincy and Spiritual Care students enrolled in MC courses who wish to apply for a refund of upfront fees and/or re-crediting of FEE-HELP debt for which a Compassionate Withdrawal has been granted for a unit/s of study due to Special Circumstances.

4. POLICY STATEMENT

Morling College undertakes to refund tuition fees and arrange the re-crediting of FEE-HELP debt according to the rules of the Higher Education Provider (HEP) Guidelines under the Higher Education Support Act 2003.

5. PRINCIPLES

Withdrawal on or before Census Date

- 5.1 Where a student elects to pay the cost of their tuition fees upfront, payment is due by the end of Week 1 of each semester.

If the student subsequently withdraws from a unit of study on or before the census date, they will be eligible for a refund of their fees. By submitting a Variation to Enrolment form, the refund will be processed automatically.

- 5.2 Where an eligible student elects to use FEE-HELP assistance to cover the cost of their tuition fees, the debt incurred for each unit of study is reported to the Department of Education and the Australian Tax Office after the Census Date for each unit of study.

If a student who has requested FEE-HELP assistance withdraws from a unit of study on or before the census date for that unit of study, the student will not incur a FEE-HELP debt for that unit of study.

Withdrawal after the Census Date

- 5.3 Where a student who has paid their tuition fees upfront, or has requested FEE-HELP assistance, withdraws after the census date, they will only be eligible for a fee refund or a re-crediting of FEE-HELP debt if a Compassionate Withdrawal is approved. The approval of the Compassionate Withdrawal will automatically trigger the refund. Refer to the Compassionate Withdrawal Policy and Special Circumstances Policy.

- 5.4 A student is not eligible for a refund of tuition fees, or a re-crediting of FEE-HELP debt if they have successfully completed the unit, ie they passed.

Review of Decision

- 5.5 Where a student is not satisfied with the Compassionate Withdrawal decision they may apply in writing for a review of the decision by the Academic Dean. Refer to the Compassionate Withdrawal Policy: Education; Counselling, Chaplaincy and Spiritual Care for details.

6. RELATED DOCUMENTS AND LEGISLATION

[Administrative Appeals Tribunal Act 1975](#)

[Administrative Appeals Tribunal Regulation 2015](#)

[ACT Re-Crediting FEEHelp Balances](#)

[Higher Education Provider \(HEP\) Guidelines under the Higher Education Support Act 2003](#)

[Education Legislation Amendment \(Provider Integrity and Other Measures\) Act 2017](#)

7. REFERENCES

None

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
2		17 Oct 2018	17 Oct 2018	Policy streamlined. 5.1 Amended to reflect new procedure of automatic refund when Compassionate Withdrawal Approved. 5.4 Added to align with Government policy. 5.5 streamlined by referring to Compassionate Withdrawal Policy.
1		Dec 2014	Dec 2014	

*Always **download** this policy anew from the Policies folder on the Morling share drive: Policies/Student Policies, as it may have changed.*