



SYDNEY FILM SCHOOL

REFUND POLICY – DOMESTIC STUDENTS

1. Refunds

This refund policy is applicable to domestic students who are enrolled in a course offered by the Sydney Film School (“the School”).

In the event of a student withdrawing from a VET unit of study prior to 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 FEE-HELP 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 FEE-HELP debt.

unless there are Special Circumstances.

** A census date that is no earlier than 20% of the way through a VET unit of study will be set by the School for each VET unit of study. The School will ensure that all students are informed of the census date for each VET unit of study in the manner and by the date prescribed in the VET Administration Guidelines.*

Refunds will be made within 28 days of the census date of the VET unit of study to which the withdrawal applies.

2. 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*.

3. Publication

This refund policy will be made available to students and prospective students by publication on the School’s website (www.sydneyfilmschool.com).

4. Version control

Document: Refund Policy – domestic students		
Approved by: Management Committee	Ver: #2	Date: 25.06.09
Approved by Management Committee	Ver: #3	Date: 12.04.11