Refund and Fee Information 2027

- How to withdraw and apply for a refund
- Administration Fee
- Amenities Fees
- Concession Information
- Tuition Fees
- Tuition Payment Plan
- Student Account
- Short Courses & Institute Accredited Courses

All amounts are in AUD (Australian dollars)

Refund Information

- To be assessed for a refund a Refund Application Form must be submitted within twenty-eight 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 refunds assessment. Application for Refund of Fees form online at: ***https://www.melbournepolytechnic.edu.au/study/fees/refunds/applying-for-refunds/refunds-application-form/***
    - The student must submit a Student Request Form prior to or within twenty-eight (28) days of confirmed course commencement. or notify their teaching department in writing of their withdrawal. Student Request Form www.melbournepolytechnic.edu.au/student-request
- An administrative fee of $50.00 will be deducted from all refunds for certificate I–IV course withdrawals. 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.

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- Full refund of Tuition and Amenities Fee 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***
- 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.

Short Courses & Institute Accredited Courses

If a student withdraws at any time up to five (5) business days prior to the commencement date of a course, the Institute will refund enrolment fees paid less 10% to a maximum of $50.00.

- If a student withdraws less than five (5) business days before the commencement date of a course, the Institute will not refund any fees.
- For students enrolled in the Licensed Electrical Assessment Course there will be no refund of fees for requests received less than five (5) business days prior to the course commencement date.

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 $15.00 Establishment Fee after the five (5) day Cool Off Period from contract signing has passed.
- The payment of Tuition Fees must be paid in full and upfront within five (5) business days of notifying MP of your intention to Cool Off.

Special Circumstances

- Refunds may be granted under Special Circumstances if applicants meet the guidelines and complete online application form at: ***www.melbournepolytechnic.edu.au/study/fees/refunds/applying-for-special-circumstances-refunds-certificate-i-iv***
- For Diploma level and above courses, applicants are to submit 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***

Course Level	Reason for Refund	Refund Amount
Certificate I, II, III or IV 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 **to** or **within** 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 **after** twenty-eight (28) days of confirmed course commencement, except in "special circumstances". (Refer to the Administration of Student Enrolment, **Fees and Charges Guidelines** & the **Administration of Student Enrolment, Fees and Charges Policy**)
	Full withdrawal prior **to** or **within** 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 **after** twenty-eight (28) days of confirmed course commencement, except in "special circumstances". (Refer to the Administration of Student Enrolment, **Fees and Charges Guidelines** & the **Administration of Student Enrolment, Fees and Charges Policy**)
Diploma and Advanced Diploma Refunds will not be granted **after** 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 **on** or **before** 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 **after** census date, except in "special circumstances". (Refer to the Administration of Student Enrolment, **Fees and Charges Guidelines** & the **Administration of Student Enrolment, Fees and Charges Policy**)
Higher Education Refunds will not be granted **after** census date, except in special circumstances.	Withdrawal from subject/s or course **on** or **before** census date. No refund granted **after** census date.	100% of all payments.
Short Courses & Institute Accredited Courses If a student withdraws less than five (5) business days before the commencement date of a course, the Institute will not refund any fees. For students enrolled in the Licensed Electrical Assessment Course there will be no refund of fees for requests received less than five (5) business days prior to the course commencement date.	Withdrawal from course **more than** five (5) days prior to commencement.	If a student withdraws at any time up to five (5) business days prior to the commencement date of a course, the Institute will refund enrolment fees paid less 10% to a maximum of $50.00.

Materials Fees (all courses excluding Higher Education)	
Refunds of fees for unissued materials are subject to approval and verification by the appropriate Manager.	

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

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 International and Higher Education enrolments do not attract an Amenities fee.

	Per SCH	Minimum	Maximum Cap is reached at 625 SCH
Full Fee	$0.50	$50.00	$260.00
Concession	$0.50	$50.00	$180.00
Workplace delivery or Community locations	N/A	$60.00	$60.00

SCH = Scheduled Contact Hours.

RPL = Recognition of Prior Learning

RCC = Recognition of Current Competency

Materials Fees

Materials fees vary according to the course chosen and the enrolment period in which the student undertakes the course.

Concession Information and Refunds

Students enrolling in Certificate I to IV courses may be entitled to concession fees if they hold a valid Concession Card. Where concession fees have not been charged please present your Concession Card in person at an Enrolment Centre or Student Hub.

Where a student has paid full Tuition Fees and subsequently presents a valid Concession Card within sixty (60) calendar days of course commencement date, a refund will be applied, provided the card is valid on or before the date of commencement of training.

Alternatively, where the card is presented after 60 days or the card was not valid at course commencement, the student may be eligible for discounted fees for any Units of Competency not yet commenced.

In all instances, 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.

Available Refund Options

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 that the funds available in the student account, excess funds will be refunded.

Where original payment by card (online) – refund payment to same card via payment gateway (online)

Where original payment by card (on campus EFTPOS), bank transfer (EFT), or on campus by cash – refund payment via bank transfer (EFT) to nominated bank account

Where original payment includes a Debit Success Tuition Payment Plan, any outstanding debt will be reduced first, with the balance of fees then refunded.

Where original payment is made by a third party/employer (To Be Invoiced), if paid the refund will be issued to the third party/employer via EFT. If unpaid any outstanding debt will be reduced first by way of a Credit Note. Third party/employers will be required to submit an Application fpr Refund of Fees form online at: ***https://www.melbournepolytechnic.edu.au/study/fees/refunds/refunds-for-employers-and-third-parties/***

For further information:

Email:

refunds@melbournepolytechnic.edu.au

Student Request form:

www.melbournepolytechnic.edu.au/student-request

Refund Application form:

https://www.melbournepolytechnic.edu.au/study/fees/refunds/applying-for-refunds/refunds-application-form/

Student Enrolment, Fees and Charges Policy:

https://www.melbournepolytechnic.edu.au/study/fees/fees-policy/

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