



Refund Policy and Procedure – Domestic Students

This refund policy applies to all domestic students who are enrolled in a course offered by the International Screen Academy.

1. Refunds

In the event of a student withdrawing, deferring or cancelling their enrolment in a unit of study **on or before** the census date¹ for that unit of study:

- all tuition fees paid for that unit of study will be refunded to the student; and
- the student will not incur a VET FEE-HELP debt.

This does not apply where VET tuition assurance arrangements have been activated and the student has elected the VET course assurance option for that unit.

In the event of a student withdrawing, deferring or cancelling their enrolment in a unit of study **after** the 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.

Refunds will be made within 28 days of the census date of the unit of study to which the withdrawal, deferment or cancellation applies.

2. Special Circumstances

A student who withdraws after the census date for a unit of study may apply for special consideration in line with the *Student Review Requirements for Re-Crediting a FEE-HELP Balance and Remission of VET FEE-HELP debt* policy available on the ISA website.

3. Publication and Version Control

Staff and students are advised of this policy through publication on the ISA's website.

Version	Amendments	Approval	Date Approved
2	Approval as VET FEE-HELP provider	Managing Director	15/5/14

¹ A census date for a unit of study is the closing date for a student to apply for VET FEE-HELP assistance and the date a student incurs a VET FEE-HELP debt (the tuition fees) for the unit undertaken. The census date is set by the International Screen Academy for each unit of study it provides or intends to provide during a year and can be no earlier than 20 per cent of the way through a unit of study. The census date for each unit of study is available on the International Screen Academy website.