

STUDENT WITHDRAWAL AND REFUND POLICY

Definitions

Course of Study: an accredited higher education course offered by the Institute.

Student: refers to students enrolled in a Course of Study.

Unit of Study: a published subject that a Student may undertake to complete a Course of Study.

Tuition Fees: fees paid for a Unit of Study.

Census Date: a published date no earlier than 20% of the way through each Unit of Study.

1. Withdrawal from a Unit of Study / Course of Study

Students of Higher Education Leadership Institute ("the Institute") who wish to withdraw from a Unit of Study or Course of Study must do so by completing an *Advice of Subject / Course Withdrawal Form* available on our website: www.heli.edu.au and emailing the completed form to: withdrawals@heli.edu.au.

Where a Student gives notice that they wish to withdraw from a Unit of Study or cancel their enrolment in a Course of Study the Institute will ensure that the withdrawal or cancellation is effective from the time of notification.

The Institute will not charge any fees for a Student to withdraw or impose any barriers on a Student that seeks to withdraw from a Unit of Study or Course of Study.

2. Refunds

In the event of a Student withdrawing from a Unit of Study on or before the Census Date for that unit, 100% of tuition fees paid for that unit will be refunded to the Student.

In the event of a Student withdrawing from a Unit of Study after the Census Date for that unit, no refund is applicable.

3. Payment of Refunds

Refunds will be paid within 30 days of the Census Date of the Unit of Study to which the withdrawal applies.

4. Publication

This *Student Withdrawal and Refund Policy* is made available to Students and persons seeking to enrol with the Institute by publication on the website.

This refund policy will also form part of enrolment information.

5. Version history

Version	Approved by	Approval Date	Sections modified
1.0	Executive Management Committee	18 October 2016	Document creation and initial approval
1.1	Finance Manager	29 September 2017	Correction of typographical error. "Census Date" to replace "commencement date"

Document owner: Finance Manager