



South Coast Academy

WITHDRAWAL APPLICATION

WITHDRAWAL REQUEST

Please select the request that applies to you.

I wish to withdraw from my course and units of study ON or BEFORE the census date. A refund applies if tuition payment has been made, and any VET FEE HELP/VET Student Loan debt will not be incurred.

I wish to withdraw prior to the census date for: Unit of Study 1 Unit of study 2 Unit of Study 3

I wish to withdraw from my course and units of study AFTER the census date. There is no refund or removal of debt unless special circumstances apply. To apply for special circumstances, please see the SCA Administration or email hello@scabeauyacademy.com.au.

I wish to withdraw after to the census date for: Unit of Study 1 Unit of study 2 Unit of Study 3

REASONS FOR WITHDRAWAL

Please select the main reason why you have decided to withdraw from your course, and if applicable, attach evidence to support your application (e.g. Medical certificates, letters).

Medical Condition		Financial hardship	
Changed mind about course		Course more difficult than expected	
Course materials		Support services	
Incorrect advice at enrolment		Other:	

WITHDRAWL CONDITIONS

Students who withdraw from a course or a Unit of Study are required to notify South Coast Academy in writing.

1. Students who have overpaid their fees must be refunded.
2. Students who withdraw from a Unit of Study ON or BEFORE the census date will received a refund of tuition fees If they have paid or will not incur a debt if they have taken out a VET FEE HELP/VET Student Loan.

3. Students who withdraw AFTER the census date:

- Will not receive a refund if they have paid upfront.
- Will be liable for the full payment if they have agreed to a payment plan.
- Will be liable for the full debt if they have taken out a VET FEE HELP/VET Student Loan.
- Will only be eligible for a refund or reversal of their VET STUDENT HELP/VET Student Loan under special circumstances.

DECLARATION

I have read the conditions and declare that the information I have provided is correct and complete. I understand that any course cancellation must comply with the terms and conditions of the enrolment.

Print name: _____

Signature: _____ Date: _____

Please return this completed form by mail or email to the SCA Administration at South Coast Academy.

STUDENT WITHDRAWAL PROCEDURES AND REFUND POLICY FOR APPROVED COURSES

DEFINITIONS

Student – refers to a student is eligible to access the VET Student loan scheme to pay all or part of their tuition fees.

Course – refers to a course that has been approved for eligible students to use a VET student loan scheme to pay all or part of their tuition fees.

Tuition Fees – refers to fees paid for a Course, excluding incidental fees.

Census Day – refers to a published date set by an approved course provider for each Unit of Study that is at least 20% of the way through the Unit of Study.

1. WITHDRAWAL FROM A COURSE

A withdrawal of a student's enrolment in a part or all of a Course before the Census Day/s for each relevant part of the Course must be in accordance with this policy.

A student of South Coast Academy who wishes to withdraw from part or all of a course must do so by completing a *Withdrawal Form* available from our Admin and sending it via email hello@scabeautyacademy.com.au or via post to 2/144 Lake Entrance Road, Oak Flats, NSW 2529.

South Coast Academy will not charge any fees to withdraw or impose any barriers on a student that seeks to withdraw from a Course.

Where a Student has earlier withdrawn from part of a Course they may apply to re-enrol in a part of the Course by contacting admin hello@scabeautyacademy.com.au.

Where a student withdraws from a course, or in part of a course at South Coast Academy will not, after the withdrawal, enrol the student in a Course or in part of a Course without the written permission of the Student (which must be given after the withdrawal).

2. CANCELLATION OF ENROLMENT

Where a student has not submitted an eCAF prior to the Census Day/s and has not paid for the tuition fee for the Unit/s of Study upfront, South Coast Academy can cancel or defer the Students enrolment in part or all of a course on the relevant census day.

If the South Coast Academy cancels or defers a Students enrolment after a census day the Student can initiate South Coast Academy's grievance procedure within 28 days of the cancellation or deferment.

3. REFUNDS

In the event of a Student withdrawing from part or all of a Course on or before the Census Day/s for each relevant part of the course the Student will not incur a VET Student Loan debt for that part/s of the Course and will receive a refund for any up-front payment of Tuition Fees for that part of the Course.

In the event of a student withdrawing from a part of the Course after the Census Day for that part of the course no refund is applicable and the Student will incur a VET Student Loan debt for that part of the course, except in instances and an application for 'special circumstances' has been approved by the South Coast Academy. On approval of special circumstances South Coast Academy will re-credit the Students FEE HELP balance with the amount equal to the VET Student Loan for the part of a course for which the approval has been granted. Any upfront payment made by the student for the same part of the course will not be refunded.

4. PAYMENT OF REFUNDS

Refunds will be paid within 30 days of the Census Day of that part of the course to which the withdrawal applies.

5. PUBLICATION

This *Withdrawal and Refund Policy for Approved Courses* is made available to students and persons seeking to enrol with South Coast Academy by publication in the Student Handbook.

This refund policy will also form part of the enrolment information.