REFUND POLICY FOR STUDENTS ENROLLED IN VET FEE-HELP ENABLED COURSES

1. Withdrawal from a unit of study / course

Students of Evocca College ("Evocca") who wish to withdraw from a VET unit of study or VET course of study must do so in writing. Students must include name, course and reason for cancelling.

All cancellations must be emailed to cancellations@evocca.com.au

2. Refunds – students who are eligible for VET FEE-HELP assistance

This section is applicable to students who are Australian citizens or permanent humanitarian visa holders (who are resident in Australia for the duration of the VET unit of study) enrolled in a VET FEE-HELP enabled course offered by Evocca.

In the event of a student withdrawing from a VET unit of study on or before 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.

3. Refunds – students who are not eligible for VET FEE-HELP assistance (Fee for Service)

This section is applicable to students who are permanent residents (who are not permanent humanitarian visa holders who are resident in Australia for the duration of the VET unit of study) and New Zealand citizens enrolled in a VET FEE-HELP enabled course offered by Evocca.

In the event of a student withdrawing from a VET unit of study on or before the census date for that unit of study 100% of tuition fees paid for that unit will be refunded to the student.

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.

The notification must include students name, course name and reason for cancellation.
4. Payment of Refunds
Refunds will be paid within 28 days of the census date of the VET unit of study to which the withdrawal applies.

5. 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 VET FEE-HELP Balance.

6. Publication
This refund policy will be made available to students and persons seeking to enrol with Evocca by publication on the Evocca website (www.evoccacollege.com.au). This refund policy will also form part of enrolment information.