

Application for Fee Refund for Domestic Students (or Re-Credit a FEE-HELP Debt)

Important Information

This form applies to all domestic students seeking a refund of tuition fees or to re-credit a FEE-HELP debt. It should be read in conjunction with the following policies:

- Tuition Fee Refund Policy for Domestic Students
- Deferral, Suspension or Cancellation of Enrolment Policy
- Admissions Policies for Domestic Students
- Tuition Assurance Statement
- Misconduct Policy
- Grievance & Appeals Policy

Grounds for Approval of the Application Request

The *Tuition Fee Refund Policy for Domestic Students* outlines the grounds for a refund of domestic tuition fees. However Macleay College may, in its absolute discretion, grant a partial or full refund where they determine there are special circumstances which make it impracticable for the student to complete the requirements of the unit/s of study such as:

- Medical circumstances
- Family circumstances
- Personal circumstances
- Employment related circumstances
- Course-related circumstances

Students wishing to make application for a fee refund should refer to the *Tuition Fee Refund Policy for Domestic Students* which can be downloaded from the [Enrolment Resources](#) page of the college website.

The Application Process

To be eligible for a domestic tuition fee refund, a student must withdraw (cancel their enrolment) in a course of study or unit of study, or suspend their enrolment to take a leave of absence, on or before the relevant Census Date by lodging the appropriate form with the Office of the Registrar in accordance with the *Deferral, Suspension & Cancellation of Enrolment Policy* available for download via the [Enrolment Resources](#) page of the college website (or in the Student Handbook).

Having lodged the appropriate form to withdraw or suspend enrolment to take a leave of absence, domestic students seeking a refund of tuition fees must lodge this *Application for Fee Refund* form with the Office of the Registrar. A fee refund is not an automatic result of withdrawing or cancelling enrolment.

All supporting documentation should be attached to the completed form as either copies certified by a Justice of the Peace or presented as originals to the Office of the Registrar who will copy and witness the documents as true copies, returning the originals to the student. Macleay will only consider an application complete and eligible for assessment if all sections have been completed, the form signed and the above documentation attached.

Macleay will assess and respond to all completed applications within fifteen working days. The applicant will be advised of the decision in writing and the application and decision thereof will be kept on the student file.

Lodging the Application Form

You can lodge your completed application ie. including all supporting documentation to the Registrar by one of the following means:

In person: Level 2, 28 Foveaux Street, Surry Hills (Sydney Campus) or Level 1, 55 Swanston Street, Melbourne (Melbourne Campus) if presenting supporting documentation as originals to be certified as copies by Macleay College

By email: registrar@macleay.edu.au if presenting supporting documentation as copies certified by a Justice of the Peace

Your completed application should be received by the Office of Registrar as soon as practical and may accompany the appropriate form to withdraw or take a leave of absence.

Assessment & Notification of Outcome

On receipt of your completed application, Macleay will assess the request in accordance with the college *Tuition Fee Refund Policy for Domestic Students* and advise you of the outcome in writing within fifteen working days.


If the application is approved, the student will receive an Approval of Fee Refund Letter advising the decision in writing and confirming how the refund will be paid.

If the application is denied, the student will be issued a Refusal of Fee Refund Letter advising the reasons for refusal and their right to appeal the decision. Students wishing to make an appeal should refer to the college *Grievance & Appeals Policy* which can be downloaded from the [Enrolment Resources](#) page of the college website.

The application, assessment decision and outcomes will be saved to the student file for record.

Privacy Statement

Macleay is committed to the protection of privacy in accordance with the *Privacy Act 1988*. Macleay collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Macleay College as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.

LODGEMENT RECEIPT	
received by Macleay as a complete application for assessment	
Macleay: 	Date: Name:
Student Number:	

Please retain this copy as proof your application was submitted

