



## REFUND POLICY FOR FUNDED COURSES

### This policy is written in line with the “Ministerial Directions on Fees and Charges” 2009

If a student withdraws, by written notice, from government-funded training or further education at any time up until 4 weeks after the scheduled commencement date of the course, Park orchards Learning Centre will refund the tuition fees paid in respect of the enrolment in excess of the minimum fee, and any other fees and charges paid by or on behalf of the student.

For the purposes of the above clause if a student withdraws from only part of an enrolment, then Park Orchards Learning Centre is required to refund only the portion of the tuition fee and materials fee applicable to that part of the training or further education.

If a course is cancelled by Park Orchards Learning Centre at any time during the period of a person’s enrolment, then Park Orchards Learning Centre must refund the full tuition fees, the pro-rata portion of any student services and amenities fees, any incidental fees for goods and services that have not been used prior to the date of cancellation, and fees for materials that have not been used prior to the date of cancellation.

Park Orchards Learning Centre may grant refunds in other circumstances or of greater amounts if it sees fit.

If a student has paid a fee for tuition which is no longer required because of recognition of prior learning, Park Orchards Learning Centre must refund an amount equal to the difference between the tuition fee paid, and the tuition fee payable for the adjusted hours of tuition that are to be undertaken.

### Document History

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Written/Amended By:	Judy Haley - Manager	Version:	2.0
Authorised By:	Board of Management	Date:	
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Version 2 - 12 February 2010 Signed.....J.Haley - Manager -

