

WITHDRAWAL AND REFUND POLICY

for VSL Approved Courses



Definitions

Student: refers to an eligible student who uses a VET Student Loan 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 to pay for all or part of their tuition fees.

Tuition Fees: refers to fees paid for a Course.

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



1. Withdrawal from a Course

A withdrawal of a Student's enrolment in a part of a Course before the Census Day for that part of the Course must be in accordance with this policy.

A Student of Australian Academy of Beauty Dermal and Laser Pty Ltd (the Australian Academy of Beauty Dermal and Laser) who wishes to withdraw from a Course must do so by completing a Withdrawal Form available on our website: www.aabt.com.au and sending it by email to: susan@aabt.com.au



The Australian Academy of Beauty Dermal and Laser will not charge any fees for a Student to withdraw or impose any barriers on a student that seeks to withdraw from a course or part of a course.

Upon receipt of a withdrawal form, the Deputy Director of Studies, will contact the student by phone if possible, and by email to discuss possible alternatives to withdrawal. This may include, changing mode of delivery, extending the course etc. The Student will also be reminded of their VET Student Loan obligations.

If after this discussion, the student is sure they want to withdraw, the Deputy Director of Studies will email student, a confirmation of the receipt of the Withdrawal Letter, which will include:

- date of Withdrawal Letter
- courses or part courses that the student is withdrawing from
- relevant census dates
- VSL Debt

In these circumstances, the date of receipt of the original withdrawal form is taken as the date of withdrawal.

Where a Student withdraws from a course, or a part of a course the Australian Academy of Beauty Dermal and Laser will not, after the withdrawal, enrol the Student in a Course or a part of a Course without the written permission of the Student (which must be given after the withdrawal).

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2. Refunds

In the event of a Student withdrawing from part of a Course on or before the Census Day for that part of the Course, the Student will not incur a VET Student Loan debt for that part 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.



3. 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. Student is to nominate their bank account details and money will be paid by electronic transfer. The Academy is not responsible for incorrect details supplied.

4. Publication March 28th, 2023

This Withdrawal and Refund Policy for Approved Courses is made available to Students and persons seeking to enrol with the Australian Academy of Beauty Dermal and Laser on our website: <https://www.australianacademyofbeautytherapy.com/vet-student-loans/>

