RTO/CRICOS: 21834, 02815M
Policy Number: MITP62
Policy Name: VET Student Loans Refund Policy
Relevant State / Federal Govt. Legislation:
- AQTF Condition 5
- Higher Education Support Act 2003 (HESA)
- VET Provider Guidelines
- VET Student Loans Act 2016
- VET Student Loan Rules 2016

Contact Officer: Planning, Development & Compliance Manager
Date Approved: 6th January 2017
Date of Next Review: 5th January 2019
Related Policies: n/a

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Approval Date</th>
<th>Approved by</th>
<th>Amendment</th>
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<tbody>
<tr>
<td>1</td>
<td>10/4/13</td>
<td>PEO</td>
<td>Creation and approval of policy</td>
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<td>2</td>
<td>2/5/13</td>
<td>PEO</td>
<td>Removal of responsibility clause 4.0, update to Contract Officer, update to Related Policies</td>
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<td>3</td>
<td>22/5/13</td>
<td>PEO</td>
<td>Amendment of responsibilities clause 4</td>
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<td>4</td>
<td>23/5/13</td>
<td>PEO</td>
<td>Amendment of clause 1, 3 and removal of clause 4</td>
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<td>5</td>
<td>6/1/17</td>
<td>PEO</td>
<td>Reviewed and updated the term ‘VET FEE HELP’</td>
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</table>
1.0 PURPOSE

This refund policy applies to all students who are entitled to VET Student Loans assistance, even if they choose not to access it.

To be entitled to VET Student Loans assistance, a person must be an Australian citizen or the holder of a permanent humanitarian visa who will be resident in Australia for the duration of their VET units of study or a qualified New Zealand citizen.

2.0 DEFINITIONS & KEY WORDS

2.1 “The Institute” refers to Menzies Institute of Technology Pty. Ltd. trading as Menzies Institute of Technology.

3.0 PROCEDURE

3.1 Refunds for VET Student Loans students

The Institute will repay to a student who is, or would be, entitled to VET Student Loans assistance any VET tuition fees that he or she may have paid for a VET Unit of study if the student withdraws from that unit on or before the relevant census date.

This does not apply where VET tuition assurance arrangements have been activated and the student has elected the VET course assurance option for that unit.

Where a student withdraws from a VET unit of study after the relevant census date, any refund of VET tuition fees is at the discretion of the Institute.

Date Approved: 6th January 2017