

# Refund Policy

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## Census date

The census date is the last day you can withdraw from a unit of study without incurring financial liability or academic penalty. The census dates are available on our website and are different for each course. We will provide every student with a fee notice at the start of each term to ensure you have all the information you need to make your study and payment decisions.

## Refund policy

### **Certificate IV in Interior Decoration and Interior Communication**

Classes are subject to cancellation if minimum numbers are not met, and a full refund will apply. Our refund policy is:

- / a full refund of your deposit less an administration fee of \$275 (inclusive of GST) will be paid if you cancel up to and including 7 days prior to your course commencement;
- / your deposit will not be refunded if you cancel 6 days or less prior to your course commencement;
- / if you cancel after your course has commenced but before the census dates, no further fees will be applicable;
- / if you cancel after the census date of a particular unit the full unit fee is payable; and
- / if you cancel after the census date and are on an Ezidebit instalment plan your payments will continue if there is a balance owing on the current term's unit fees until they are paid in full. Fees paid in excess of the current term's unit fees will be refunded.

### **Diploma of Interior Design and Decoration and Advanced Diploma of Interior Design**

Our refund policy is:

- / if you cancel after your course has commenced but before the census dates, no further fees will be applicable; and
- / if you cancel after the census date of a particular unit the full unit fee is payable; and
- / if you cancel after the census date and are on an Ezidebit instalment plan your payments will continue if there is a balance owing on the current term's unit fees until they are paid in full. Fees paid in excess of the current term's unit fees will be refunded.

### **Design Kit**

If you are enrolling in the Certificate IV, Diploma or Advanced Diploma course you will be required to purchase a Design Kit. The cost is \$595 (incl. GST) and is payable prior to your first day. The Design Kit is not VET Student Loan applicable. An invoice will be emailed as part of your enrolment process. The Design Kit fee is fully refunded if you withdraw prior to course commencement.

No refund is applicable after the Design Kit is received on your first day of class.

### **Short Courses**

Your short course fee or short course fee deposit will not be refunded if you cancel 5 working days or less prior to commencement.

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