

<b>POLICY: Refund Policy</b>	
<b>Objective</b>	The aim of this policy is to ensure clear and accurate information to students regarding fees owed and eligibility for refunds upon cessation of their enrolment.
<b>Policy Name</b>	<b>Refund Policy</b>
<b>Policy No</b>	<b>FIN03A_SDS</b>
<b>Associated Policies and Procedures</b>	INT03A_CRICOS Refund Policy STU06A_Withdrawal Policy STU07A_Course Transfer Policy
<b>Associated Documentation</b>	Notification of Withdrawal Form Student Handbook Accredited Course Application Form Non-Accredited Course Application Form Website Student Support page
<b>Standard</b>	National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 Part 2, Division 1: 2.1 Part 4, Division 1: 4.1
<b>Authorised by</b>	Nicole Watts
<b>Date and Version</b>	V1 16/09/2008 V2 02/03/2010 V3 16/07/2012 V4 25/02/2014 V5 18/09/2017 V6 10/04/2018 V7 08/11/2018 V8 30/03/2021 V9 10/10/2023 V10 05/11/2024 V11 02/09/2025 V12 07/05/2026

Withdrawal requests must be submitted to Sydney Design School via the Notification of Withdrawal form available in the Student Hub on the eCampus. If the student has not previously accessed the eCampus, they should request to withdraw by emailing registrar@sydneydesignschool.com.au. Refunds will be processed within one week of receiving notification and will be processed via the original payment

method.

### **Census Dates**

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 Diploma and Advanced Diploma student who is eligible for a VET Student Loan 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. Students enrolled in the Certificate IV will be advised of their census dates by email upon confirmation of their enrolment.

### **Cancellations**

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

### **Diploma of Interior Design 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;
- 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.

### **Certificate IV in Interior Decoration**

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.

### **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 \$660 (inclusive of 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.

For on campus students - no refund is applicable after the Design Kit is received on your first day of class.

For Virtual Studio students - once the Design Kit is dispatched no refund is applicable.

Please note Virtual Studio students located outside Australia will need to purchase the required items independently instead of purchasing the Design Kit.

### **Certificate III in Design Fundamentals**

EVET Program Student

This course is fully funded by the NSW Government's EVET Program. No fees are payable, therefore no refunds will be made.

Private Student

If you cancel once a unit of study has commenced, the full unit fee is payable. Any fees paid beyond the cost of units commenced will be refunded.

### **Short Courses**

A full refund of your short course fee or short course deposit less an administration fee of \$275 (inclusive of GST) will be paid if you cancel up to and including 6 working days prior to your course commencement.

Your short course fee or short course deposit will not be refunded if you cancel 5 working days or less prior to commencement. Full fees are payable from this date.

### **International Students**

This policy applies to applicants who are not applying for a Student Visa for their studies with Sydney Design School. See CRICOS Refund Policy for more information.

### **Unsuccessful Application**

If your enrolment application is unsuccessful, we will refund your deposit/course fee in full.