

Council
Domestic Student Fee Refunds Policy

Date of original adoption: 23 August 1993 (Amended 16 December 1997)

Date this issue: February 2013

STUDENT FEE REFUNDS

- 1** In addition to tuition fees the Vice-Chancellor may impose charges for administration services, such as processing of enrolment applications where no tuition fees are charged, or have been fully refunded, or for changes in programmes of study, etc. These charges are not refundable.
- 2** All calculations for refunds of fees shall be performed at individual paper level.
- 3** Any student who withdraws from a paper shall be entitled to a full refund of the tuition fees paid provided that the date of application for the withdrawal is no later than the date calculated as being equivalent to ten percent of the length of that paper.
- 4** Any student who withdraws from a paper and the date of application for the withdrawal is after the date calculated as being equal to ten percent of the length of that paper shall not be eligible for any refund of fees.
- 5** The Vice-Chancellor may, in individual circumstances decide that a refund of part of the fee should be given after deduction of any administration service charges.

CHANCELLOR

PRO-CHANCELLOR