



**Marjorie Milner College**  
Excellence in Education Since 1946

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## Table of Contents

Policy Overview.....	1
Refunds Depending on Funding Type.....	1
Government Funding.....	1
Fee-For-Service.....	2
Apprenticeship Training.....	2
Education Amenities Fee.....	2
Vet Student Loan Refund.....	2
Refund Procedure.....	3

## Policy Overview

Marjorie Milner College employs the following policy to ensure a clear understanding of payment options and terms, and the withdrawal processes in regard to tuition fees.

Tuition charges are paid each term (or month for full fee paying students), and at the start of training for funded students. A non-refundable education amenities fee is paid at the beginning of each year that a student is on course. Any student whose fees are outstanding for more than fourteen days may be asked to leave the class until the account has been settled.

## Refunds Depending on Funding Type

### Government Funding

If a student wishes to withdraw from a government-funded course, they must inform the college by use of a withdrawal form (Appendix 1.9) or in writing addressed to the Principal. If they inform the Principal in writing within 30 days of commencing their studies, they are entitled to a full refund of their fees, excluding the non-refundable educational amenities fee. If a student has been enrolled for more than 30 days, they are no longer eligible for a course fee refund.

If Marjorie Milner College cancels a government funded course during the period of a student's enrolment, it must provide a full fee refund including the pro-rata portion of any compulsory non-academic fee, and any fees for materials that have not been used in the course prior to the date of cancellation.

If a student withdraws from only part of a course or if only part of a course is cancelled, MMC need only refund the portion of the tuition fee and materials fee applicable to that part of the course.

If a student does not undertake tuition in part of a government-funded course because of recognised prior learning in respect of that part of the course, then MMC must refund an amount equal to the difference between:

- The tuition fee which has been paid; and
- The tuition fee applicable in accordance with these conditions in respect of the aggregate of the enrolled subject hours for that part of the course in which the student has undertaken or will undertake tuition in that calendar year.
- The fees for amenities, educational administration fee or other is non-refundable

## Fee-For-Service

Marjorie Milner College does not request payment in full at the commencement of any accredited course. A payment plan is negotiated with each student. Monthly payments are requested until the full amount is paid.

- ❖ Fee for service students will be required to pay no more than \$1000 on the day of commencement. They will then be required to pay no more than \$1000 per month until the full cost of the course paid. Students will be provided with a fee schedule with breakdowns of amounts.

If a student wishes to withdraw from a Fee-for-service course, they must inform the college by use of a withdrawal form (Appendix 1.9) or in writing addressed to the Principal. If they inform the Principal in writing within 30 days of commencing their studies, they are entitled to a full refund of their fees, excluding the non-refundable Yearly Educational Amenities fee. If a student has been enrolled for more than 30 days, they are no longer eligible for a course fee refund. If a student is up to date with their payment plan no further payments will be required from the student.

If a student wishes to withdraw from a Fee-for-Service course that has been paid in its entirety outside of the 30 day commencement period, they will forfeit this payment.

If Marjorie Milner College cancels a Fee-for-Service course during the period of a student's enrolment, it must provide a refund on a pro-rata proportional basis.

If a student withdraws from only part of a course or if only part of a course is cancelled, MMC need only refund the portion of the tuition fee to that part of the course.

## Apprenticeship Training

Apprentices are subject to the same withdrawal processes as students under the government funding type.

## Education Amenities Fee

Each qualification at Marjorie Milner College has a compulsory, non-refundable, Education Amenities Fee. This fee will be charged upon commencement at the College. This fee is charged pro-rata depending on the time of commencement for example, if a student were to commence mid-year (as opposed to January) the amount would be adjusted to half, accordingly. Continuing students must pay the compulsory Education Amenities Fee at the beginning of each year that they are on course at the College.

## Vet Student Loan Refund

For information about the VET Student Loan Refund policy look at the VET Student Loan Policy (3.6).

## Refund Procedure

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Students wishing to obtain a refund must complete a Refund Application Form (Appendix 1.11), available from head office and return it to the Student Services Office. If a student is withdrawing from their studies in addition to requesting a refund, they must also complete a Withdrawal Form (Appendix 1.9) following the same process as above.

Applications are considered in accordance with the guidelines of this policy and refunds will be processed within 10 business days of receiving the completed form.

