

Smart & Skilled Refunds

Procedure:

- All information regarding fees to be paid by student will be supplied individually on enrolment on completion of the Notification of Enrolment Process. These will be as calculated using the Provider Calculator.
- Students will be notified of any schedule of payments on enrolment.
- Fees paid in advance will be protected as per Financial Management Policy.
- Students will be notified of any additional equipment costs prior to enrolment.
- Any fee schedule will ensure that all fees are paid in full prior to completion of training and assessment.
- All fees collected will be retained by Hunter-V-Tec.
- Where applicable (i.e. under certain Awards) the employer will pay the fee for certain Apprenticeships and Traineeships.
- No extra fees will be charged to students under a sub-contacting arrangement.
- Students will be entitled to a tutorial and one attempt to complete a unit of competency without additional cost. Any further attempts will incur a charge which will be at the discretion of the Hunter-V-Tec. If a student fails to hand in their assessment paper and a NYC is received a fee may also be charged to re-sit the assessment.
- Fees will be adjusted to reflect any RPL or CT and if necessary refunds will be made.
- If a student does not complete a qualification at a certain level but has completed all the requirements of a qualification at a lower level with lower level fees Hunter-V-Tec will apply no refund.

Withdrawal of students

Withdrawal without Penalty: students will be notified prior to enrolment that they can withdraw from the course cut-off date and receive a full refund of fees paid to date.

Withdrawal after the Cut-Off Date with Penalty

When students withdraw from a course after cut-off date the following fees will not be refunded.

Extenuating Circumstances

If for any reason Hunter-V-Tec is unable to complete the training the refunds will apply based upon the training outstanding.

Transitioning Students

Students continuing in training from 2015 must be informed about the new fee structures. 2016 Fees are to be calculated using the formulas provided in the STS [Fee Administration Policy](#) - Appendix 5.