



## **REFUND POLICY**

**for**

### **DOMESTIC STUDENTS**

**enrolled in**

### **HIGHER EDUCATION COURSES**

#### **1. Refunds**

This refund policy is applicable to all domestic students who are enrolled in a higher education course offered by Jazz Music Institute ("JMI").

For the purposes of this policy a unit of study forms part of a higher education course of study.

In the event of a student withdrawing from a unit of study on or before the census date\* for that unit of study:

- 100% of tuition fees paid for that unit will be refunded to the student; and
- the student will not incur a FEE-HELP debt.

In the event of a student withdrawing from a unit of study after census date for that unit of study:

- no refund is applicable; and/or
- the student will incur a FEE-HELP debt.

*\* A census date that is no earlier than 20% of the way through a unit of study will be set by JMI for each unit of study. JMI will ensure that all students are informed of the census date for each unit of study in the manner and by the date prescribed in the VET Provider Guidelines and the Higher Education Provider Guidelines.*

Refunds will be made within 28 days of the census date of the unit of study to which the withdrawal applies.

#### **2. Special circumstances**

A student who withdraws after the census date for a unit of study may apply for special consideration in line with the *Student Review Procedures for Re-crediting a FEE-HELP Balance*.

#### **3. Publication**

This refund policy will be made available to students and prospective students by publication on the Jazz Music Institute web site ([www.jazz.qld.edu.au](http://www.jazz.qld.edu.au)).

#### **4. Version control**

Document: Refund Policy – domestic students enrolled in higher education courses		
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