



DOMESTIC STUDENT WITHDRAWAL AND REFUND POLICY

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Definitions

Course: an accredited higher education course offered by the SHEA.

Student: refers to domestic students enrolled in a Course of Study.

Subject: a published subject that a Student may undertake to complete a Course of Study.

Tuition Fees: fees paid for a subject.

Commencement Date: a published date on which a subject commences.

1. Withdrawal from a Subject / Course of Study

Domestic Students of Skyline Higher Education Australia (“SHEA”) who wish to withdraw from a Subject or Course of Study must do so by completing a *Domestic Student Withdrawal Form* available on our website: www.shea.edu.au and emailing the completed form to: admin@shea.edu.au.

Where a Student gives notice that they wish to withdraw from a Subject or cancel their enrolment in a Course, SHEA will ensure that the withdrawal or cancellation is effective from the time of notification.

SHEA will not charge any fees for a Student to withdraw or impose any barriers on a Student that seeks to withdraw from a Subject or Course of Study.

2. Refunds

- i. In the event of a Student withdrawing from a Subject on or before the commencement date for that Subject, 100% of tuition fees paid for that Subject will be refunded to the Student.
- ii. In the event of a Student withdrawing from a Subject after the commencement date for that Subject, no refund is applicable.

3. Payment of Refunds

Refunds will be paid within 30 days of the commencement date of the Subject to which the withdrawal applies.

4. Publication

This *Domestic Student Withdrawal and Refund Policy* is made available to students and persons seeking to enrol with SHEA by publication on the website: www.shea.edu.au.

This refund policy will also form part of enrolment information.

5. Version history

Version	Approved by	Approval Date	Sections modified
1.0	Executive Management Committee	31 August 2022	Document creation and initial approval

Document owner: Finance Manager