

# KAL MULTIMEDIA TRAINING

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## *Refund policies (Example)*

(VET FEE- HELP for VET Unit(s) of Study for VET Courses of Study)

Students do not incur a liability for a unit of study (VET tuition fees) until after the census date, which will be set no earlier than 20% of the way through the unit. This applies to all students who are, or would be, entitled to VET FEE-HELP assistance, whether they pay their tuition fees up-front or seek VET FEE-HELP assistance. KAL Multimedia Training (the VET provider) is required to refund a student any tuition fees the student has paid for a unit if they are no longer enrolled in that unit at the end of the census date. The exception is where VET tuition assurance (VTAS) has been activated because the provider at the time ceased to provide the unit and the student has chosen the VET course assurance option in relation to that VET unit.

KAL Multimedia will also set a 'withdrawal date' which will fall on the census date – 20% into the trimester, which the student must withdraw in writing, with the form received by student Administration by this set date, to be listed as not being enrolled in the unit. After the census date, if a student withdraws from a VET unit of study, they will receive a fail grade for that VET unit, and also incur the cost of the VET unit.

### EXAMPLE:

KAL Multimedia Training works on **Trimesters**-, which is deemed as three (3) x 10-week (50 days) study periods per year.

The census date will fall on (20%) 2 weeks or 10 days into the trimester. Students will be given a withdrawal date of the COB of the Friday of week 2 of the course. Their written withdrawal must be given to student administration and stamped as received by this time. If the original withdrawal form, signed and dated by the student has been received by this time, the student is deemed withdrawn and will be reported as such.

*Note: For exact dates of trimesters and census dates for the year, please see the FEE SCHEDULE for the current year. This can be sent to you by Student Administration or downloaded from the course location on our website [www.kalmultimedia.com.au](http://www.kalmultimedia.com.au). Fee schedules will be made available after the 1<sup>st</sup> of October for a VET unit of study with a census date in the first period of the next year or by the 1<sup>st</sup> of April for a VET unit of study with a census date in the second period of the same year.*

The provider, KAL Multimedia Training must treat all of its students, both current and prospective, fairly. Accordingly, the census date will be set no earlier than 20% of the way through the study period during which the VET unit is being undertaken. No fines or penalties will be set for the student's withdrawal from a VET unit of study being charged if the withdrawal takes place on or before the "census" date.

*Extract from the "VET FEE- HELP information Guide for Students" & "General course information for students 2009-2010" which is available in softcopy by contacting Student Administration via Email at [training@kalmultimedia.com.au](mailto:training@kalmultimedia.com.au) or can be downloaded from the Student information section of our website after the 1<sup>st</sup> of November 2009 [www.kalmultimedia.com.au](http://www.kalmultimedia.com.au)*