



DOMESTIC STUDENT WITHDRAWAL AND REFUND POLICY

Definitions

Course: an accredited higher education course offered by CIHE.

Student: refers to students enrolled in a Course.

Unit: a unit of study that a student undertakes to complete a Course.

Tuition Fees: fees paid for a Unit.

1. Withdrawal from a Unit/Course

Students of Crown Institute of Higher Education (CIHE) who wish to withdraw from a Unit or Course must do so by completing a *Withdrawal Form* available on the website www.cihe.edu.au and emailing the completed form to: registrar@cihe.edu.au

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

2. Refunds

- In the event of a student withdrawing from a unit on or before the commencement date for that unit, 100% of tuition fees paid for that unit will be refunded to the student.
 - If a refund applies (see 2 above), refunds will be paid within 30 days of the notification of withdrawal.
 - A withdrawal fee of \$200 will be charged.
- In the event of a student withdrawing from a unit after the commencement date for that unit, no refund is applicable.

3. Publication

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

This refund policy is also part of enrolment and orientation information.

4. Version history

Version	Approved by	Approval Date	Sections modified
1.0	EMC	31.1.2017	Document creation
1.1	EMC	04.4.2017	Minor text edits; clarification of refund policy
2.0	EMC	23.11.2017	Inclusion of withdrawal fee, some minor rewording and the removal of the 'no fee or penalty' statement.
2.1	EMC	24.08.2022	As a part of regular review

Next Review Date: 23 August 2025

Document owner: CEO