



INVESTMENT BANKING INSTITUTE
BUSINESS SCHOOL

Refund Policy

policy@ibibs.edu.au

www.ibibs.edu.au

Investment Banking Institute Business School Pty Ltd ABN 46 142 988 921 (IBIBS)

TEQSA Higher Education Provider Number. PRV12188

Refund Policy

1.0 Overview

The purpose of this policy is to acknowledge that, in accordance with legislation, Investment Banking Institute Business School Pty Ltd (“IBIBS”) must provide a fair and reasonable refund policy to all students and prospective students.

IBIBS will:

- set a census date for each unit of study that is no earlier than 20% of the way through the unit of study;
- 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 Higher Education Provider Guidelines

2.0 Withdrawal from a unit of study / course of study

Students of IBIBS who wish to withdraw from a unit of study or course of study must do so in writing using the prescribed form which is available by contacting the Student Support Officer in person at Level 9, 446 Collins Street Melbourne, Victoria 3000 or by phoning 1300 669 786.

3.0 Refunds – students who are eligible for FEE-HELP assistance

This section is applicable to domestic students who are Australian citizens or permanent humanitarian visa holders (who are resident in Australia for the duration of the unit of study) enrolled in a higher education course of study offered by IBIBS.

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.

4.0 Refunds – students who are not eligible for FEE-HELP assistance

This section is applicable to domestic students who are permanent residents (who are not permanent humanitarian visa holders who are resident in Australia for the duration of the unit of study) and New Zealand citizens enrolled in a higher education course of study offered by IBIBS.

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.

In the event of a student withdrawing from a unit of study after census date for that unit of study no refund is applicable.

5.0. Payment of Refunds

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

6.0. Special circumstances

An eligible 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*.

7.0 Publication

This refund policy will be made available to students and persons seeking to enrol by publication on IBIBS's website (www.ibibs.edu.au). This refund policy will also form part of enrolment information.

8.0 Version history

Version	Approved by	Approval Date	Details
1.0	Executive Management Committee	6th March 2013	Adoption of new QAF

Document owner: Registrar

9.0 Review Date

The next review date for this Policy and/or Procedure is 3 years from the last Approval date set out above.