



Policy

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Our Mission	Our Vision	Our Values
In the spirit of the Sisters of Mercy, Mater Health Services offer compassionate service to the sick and needy, promotes an holistic approach to healthcare in response to changing community needs and foster high standards in health-related education and research. Following the example of Christ the healer, we commit ourselves to offering these services without discrimination.	In the Mercy tradition, Mater will be renowned as a leader in the delivery of exceptional healthcare and experienced by all as a community of compassion.	Mercy Dignity Care Commitment Quality

Affirmation

This governance document is consistent with the Mater Values and supports the Mater’s Mission and Vision by establishing and mandating appropriate controls to support the delivery of health care services.

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1 Document Controls

1.1 Document Revision History

Version	Date	Description
1	24/11/2011	Final
2	28/05/2015	Changes made based on feedback

1.2 Document Review and Approval

Person Name / Committee	Position (if applicable)	Function (Owner Review Approve)
Donna Bonney	Chief Executive Officer (MEL)	Document Owner
Caroline Hudson	Executive Director, People and Learning	Review
Pauline Stowers	Manager, RTO Quality and Compliance	Review
Corporate Policy Governance Committee		Approve

1.3 References

Internal Documents

Document Type	Document ID	Document Title
Governing	FK-IID-000001	Document Management Framework
Supporting		
Related	PR-MEL-040006	Re-Crediting a FEE-HELP Balance & Decision Review
	PR-MEL-040007	Management of Mater Education Limited students' personal information for the purposes of VET FEE-HELP

External Documents

1	Higher Education Support Act 2003
2	VET Guidelines
3	
4	
5	

2 Introduction

2.1 Purpose

This policy is to clarify the requirements for refunding tuition fees where students enrolled in a VET unit of study that is eligible for VET FEE-HELP assistance, make an upfront payment for part or all for their tuition fees.

2.2 Scope and Context

This policy relates to all students enrolled in a Mater Education Limited (MEL) VET unit of study that is part of a MEL course that meets the requirements of VET FEE-HELP.

2.3 Definitions

Term	Definition
VET	Vocational Education and Training
VET FEE-HELP	An income contingent loan scheme for the VET sector that is an extension of FEE-HELP, part of the Higher Education Loan Program (HELP)
MEL student/s	Refers to all persons enrolled, or seeking to enrol, in a unit of study with MEL that meets the course requirements under subclause 45(1) of Schedule 1A of the Act who are, or would be, entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Higher Education Support Act 2003
Census Date	A published date, set by MEL, no earlier than 20% of the way through a VET Unit of Study.
Tuition Fees	Fees paid for a VET Unit of Study that is approved for VET FEE-HELP and applies to students who are, or would be entitled to VET FEE-HELP assistance under clause 43 of Schedule 1A of the Higher Education Support Act 2003.
Unit or VET Unit of Study	A VET unit of study approved for VET FEE-HELP that a student may undertake with Mater Education Limited, for which the student may access VET FEE-HELP assistance to pay for all or part of their tuition fees.
Upfront payment	A student pays tuition fees on or before the census date regardless of whether or not they would be entitled to VET FEE-HELP assistance
MEL course	Contains VET units of study that leads to a Diploma level qualification

3 Principles

The following set of principles describes the objectives and outcomes of the policy:

3.1 Principle 1 : Eligibility for refund

Mater Education Limited (MEL) will repay to any MEL student who is, or would be, enrolled in a VET unit of study, any upfront payment of VET tuition fees if the student withdraws from that unit of study on or before the relevant census date.

3.2 Principle 2 : Fairness

This policy must be accessible to all MEL students who are, or seek to enrol, in a MEL VET unit of study. It applies to all MEL students who make upfront payment of tuition fees for a MEL VET unit of study.

3.3 Principle 3 : Discretion

Where a MEL student withdraws from a VET unit of study after the relevant census date, any refund of VET tuition fees is at the discretion of MEL's Chief Executive Officer. The CEO's decision will be final.