Cancellation Fee Policy

Policy Code: CAS-002  Version: 1.0  Effective Date: 03 December 2010

Purpose:
Endeavour College of Natural Health charges a fee for students withdrawing from subjects. This policy outlines the different fees applicable at various stages of a student’s enrolment. The fee applied is related to the timing of the withdrawal and is imposed as a disincentive for withdrawal.

Scope:
- All Campus
- All Courses, Programs and Departments
- All staff
- VET, FEE-HELP, upfront and Non-award students

Policy Statement:
A fee charged for withdrawing from a subject is referred to as a Cancellation Fee. The cancellation fee is applicable to all students enrolled in a subject, whether as an award student or non-award student including short courses, and is applicable to students who elect to pay their fees upfront or by FEE-HELP.

If a student chooses to withdraw from a subject or short course, the appropriate cancellation fee according to the schedule below, is charged. The student is required to pay this fee in full at the time of withdrawal.

Students may be eligible for a waiver or refund of cancellation fees in accordance with the Special Circumstances Policy by application to Student Support. A student may submit an Application for a Refund, Remission or Waiver of Fees Form.
Cancellation Fee Schedule

1. On Campus & Online Students

1.1 Prior to commencement date of teaching period:
   - More than 1 month prior to commencement date:
     - No fees apply
   - Less than 1 month prior to commencement date:
     - $100.00 per subject

1.2 Once teaching period has commenced:
   - After start of teaching period up to census date:
     - $200.00 per subject
   - After census date:
     - Student remains fee liable

2. Short Course / Weekend Workshops
   - From time enrolment processed to official start date for short course:
     - 20% of course fee is payable
   - From official start date:
     - No refund – no credit transfer

3. Waiver of Cancellation Fees

Under certain circumstances a student may make an application to the College to waive cancellation fees related to their enrolment. Please refer to the Special Circumstances Policy and Refund/Remission/Waiver of Fees Policy for more information.

Related Procedures:
Not Applicable

Further Information:
Related Policies: Special Circumstances Policy
Refund/Remission/Waiver of Fees Policy
Benchmarking: Not Applicable

Supporting Research and Analysis: Not Applicable

Related Documents: Application for Refund/Remission/Waiver of Fees Form


Guidelines: Not Applicable
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<th><strong>Policy Author:</strong></th>
<th>National Student Support Coordinator</th>
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<td><strong>Policy Owner:</strong></td>
<td>National Student Support Coordinator</td>
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| **Contact:**      | National Student Support Coordinator  
daniel.dappio@endeavour.edu.au |
| **Approval Body:**| Chief Executive Officer  
Date: 03 December 2010 |
| **Policy Status:**| Revised – Supersedes the following section of the Policies and  
Procedures Handbook:  
• B3: Cancellation Policy |
| **Responsibilities for Implementation:** | Campus Services, Finance |
| **Key Stakeholders:** | Students, Campus Services, Finance |
| **Date for Next Review:** | December 2011 |

### Version Summary

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