

Tuition Fee Refund and Remission of FEE-HELP Debt

Tuition fee payment

Each student must pay the full tuition fees prior to the commencement of a unit of study by:

- a. payment of fees upfront
- b. certification from an institution that it assumes responsibility for the fees, or
- c. application for FEE-HELP assistance.

Census dates

ALC publishes critical enrolment dates set by University of Divinity, including census dates. For each study period the census date is the last day for students to withdraw from scheduled units to avoid full tuition fee being retained (FEE-HELP debt or upfront payment).

Withdrawal from studies

To withdraw from a scheduled unit, students are required to complete a unit of study amendment form.

Tuition fee refund and remission of FEE-HELP debt policy

What happens if a student withdraws from a scheduled unit on or before the census date?

A student who withdraws from a unit or course of study on or before the census date will, according to the method used to pay tuition fees, either

- be eligible for a full tuition fee refund, or
- not incur a FEE-HELP debt.

What happens if a student withdraws from a scheduled unit after the census date?

Unless special circumstances apply, a student who withdraws from a unit or course of study after the census date either

- is not refunded the fee, or
- incurs a FEE-HELP debt for that unit of study.

Special circumstances

In special circumstances, a student who is not on an Overseas Student Visa may apply after the census date for a refund of fees or a re-credit of a FEE-HELP balance.

Financial hardship

Students subject to financial hardship may be eligible to apply for a University Bursary. Please consult the [Bursary Policy](#) and contact ALC for assistance.

Cancellation of units of study after the census date

If special circumstances prevail such that a unit becomes unavailable after the census date, ALC will, according to UD policy, endeavour to make suitable arrangements for the affected students to complete the unit of study or a comparable unit of study. In making these arrangements, the students will be fairly treated. If arrangements cannot be made for a student with which the student is satisfied, the student will be advised of their entitlements under the provisions for re-crediting and remission.

Application of the policy

If a student believes that the application of the policy in a particular situation is inequitable and wishes to have the matter reviewed, an appeal may be submitted in accordance with the University of Divinity [Appeals Policy and Procedures](#).

Associated documentation

[Appeals Policy and Procedures](#)

[Bursary Policy](#)

[Code of Conduct](#)

[Fees Policy](#)

[Unit of study amendment form](#)