

Tuition Fee Refunds and Remission of FEE-HELP Debt

Tuition fee payment

All tuition fees must be paid prior to the commencement of the scheduled unit.

Students may choose from the following options for payment of tuition fees:

- pay all unit tuition fees upfront on or before scheduled unit commencement
 - if you choose to pay upfront, you cannot commence the unit(s) until fees for that study period have been paid
- pay all unit tuition fees via FEE-HELP (for eligible students)
- pay unit tuition fees via a mixture of upfront options or, for eligible students, a mixture of FEE-HELP and upfront payment.

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?

Students who withdraw from their 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 students who withdraw from a unit or course of study after the census date will either

- incur a FEE-HELP debt for those studies, or
- no refund will be given.

Special circumstances

In special circumstances students may seek 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, endeavor 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

[Unit of study amendment form](#)

[Fees Policy](#)

[Appeals Policy and Procedures](#)

[Statement of reasons for special or unforeseen circumstances](#)

[Statement of Rights, Responsibilities and Conduct of Members of the University](#)