Withdrawal and Refund

Fact Sheet for Students

WITHDRAWALS

If you are considering withdrawing from your course, please discuss this with your teacher or head teacher to see if they can assist you in continuing with your studies.

If you decide that you can no longer continue with your studies, you may be eligible to defer up to 12 months, or to withdraw and discontinue your studies.

Deferring Your Study

If your course is subsidised by the NSW Government, you can defer your studies up to a maximum of 12 months. You need to discuss with your teacher or head teacher and then complete and submit a TAFE NSW application to defer.

Any units commenced but not completed at time of deferral will result in a withdrawn (WN). If you do not return to study at the nominated period, you will be withdrawn.

NOTE: Students in receipt of the Commonwealth Government's Job Trainer fee exemption, are not eligible to defer their studies unless on medical grounds and for a maximum of 6 months.

Discontinuing Your Study

When you decide to withdraw, you'll need to submit a Withdrawal Form as soon as possible. You can email this form to your teacher or your TAFE NSW enrolment location. Failure to submit your withdrawal application means your enrolment remains active and further fees are incurred. It is important to note that you will still be liable for any outstanding fees prior to your formal withdrawal application being received. TAFE Digital students may not need to submit a Withdrawal Application form, please contact your teacher or Student Services to confirm.

Any units commenced but not completed at the time of withdrawal will result in a withdrawn (WN).

International students

You will need to contact the international student officer at your TAFE NSW enrolment location. If you withdraw from your course, reduce your course load, or suspend your studies, your student visa may be affected.

TVET Courses

Different withdrawal methods apply to TVET students. If you are considering withdrawing, please speak with your school TVET coordinator.

Please see the TAFE NSW Student Guide which will help you understand your role as a student of TAFE NSW as well as providing you with links and further information regarding withdrawals and refunds.

REFUNDS

A refund of the student fee may be given in the following circumstances:

- where a course has been cancelled by TAFE NSW
- where you have overpaid your fee
- where you have paid the Smart & Skilled fee and, after commencement of study, you are granted a fee exemption
- where you advise TAFE NSW, in writing prior to the start of the course, where the training is more than one (1) week in duration, that you wish to withdraw
- where you advise TAFE NSW, in writing, at least five (5) business days prior to the start of your course that you wish to withdraw from, where the training is less than one (1) week in duration.

Other circumstances where you may be eligible for a partial refund or amendment to your fee (and future fee instalments) include:

- where you withdraw from your study after the start of your course, you may be entitled to a partial refund where you have pre-paid against future dated fee instalments
- where you have paid the full Smart and Skilled student fee, but then receive Youth Allowance or Austudy within two weeks of the course start date and become eligible for a concession fee, your student fee (and future fee instalments) will be amended
- where you have paid the full Smart and Skilled student fee and you have been granted credit transfer or recognition of prior learning after commencing your study, your fee (and future fee instalments) will be amended.

Withdrawal & Refund – Student Loans

If you withdraw from a subject (Higher Education) or a unit of study (VET Student Loan) on or before the census date you will not incur a debt if you have taken out a Student Loan and will receive a refund if you have paid the tuition fee upfront.

If you withdraw from a subject or a unit of study after the census date you will be liable for the full debt and not receive a refund or loan reversal.

Withdrawal after a census date may see a refund or reversal of a loan under special circumstances.

For Higher Education, more information is available at https://www.tafensw.edu.au/study/fees/higher-education-fees.

For VET Student Loans, more information is available at https://www.tafensw.edu.au/study/fees/vet-student-loans.

Scenario: VET Student Loan eligible course

You have enrolled in the Diploma of Community Services (Case Management).

The course starts on 3 February 2025. You have taken out a VET Student Loan which has fee instalments set at census dates.
Your first census date is 2 March 2025.

You formally withdraw from the course on 31 January 2025. As you have withdrawn **before** the first census date, you will not incur a debt for the first unit of study. If you had self-paid the tuition fee (i.e., not taken up a VET Student Loan), you would receive a refund, as your withdrawal was **before** the census date of 2 March 2025.	You formally withdraw from the course on 4 March 2025. As you have withdrawn **after** the first census date, you will incur a debt for the first unit of study. If you had self-paid the tuition fee (i.e., not taken up a VET Student Loan), you would not receive a refund, as your withdrawal was **after** the census date of 2 March 2025.

Scenario: VET government subsidised course with Instalment fees

You enrol in the Certificate IV in Human Resources as government subsidised student.

Classes start on 3 February 2025 and run until 26 November 2025. You have elected to pay your fees of $1,640 via instalment.
Based on your course duration, the student fee can be paid in four instalments.

1. Initial Instalment of $80, due on enrolment (and must be paid prior to class commencement).
2. First Instalment of $520, due on 21 February 2025.
3. Second Instalment of $520, due on 21 June 2025.
4. Third Instalment of $520, due on 21 September 2025.

You paid the initial instalment fee of $80, on 6 January 2025. You formally withdraw on 27 January 2025. As you have withdrawn before classes start, you will receive a refund of the payments you made. You will receive a refund of $80 and not be liable for any future instalments.	You paid the initial instalment fee of $80, on 6 January 2025. You formally withdraw on 10 February 2025. As you withdrew after classes start, you will not receive a refund of $80. You will not be liable for any future instalments.	You paid the initial instalment fee of $80, on 6 January 2025. You started classes and paid the next Instalment fee of $520, on 21 February 2025. You formally withdraw on 24 February 2025. As you withdrew after the instalment was due on 21 February, you will not receive a refund of the $80 initial fee, or the instalment fee of $520. You will not be liable for the remaining two instalments.

Scenario: Fee-for-service short course

You enrolled in the Statement of Attainment in First Aid.

The course is a one-day course that will be held on 26 February 2025. You paid the course fees of $175 at the time of enrolment.

You formally withdraw on 19 February 2025. As you withdrew five business days before the class starts, you **will** receive a refund of the course fees you paid.	You withdraw on 25 February 2025. As you have not provided five business days' notice of withdrawal, you **will not** receive a refund.

Scenario: Fee-for-service qualification

You enrolled in the Certificate IV in Travel and Tourism. Fees can be paid in advance or by instalment.

Classes start on 3 February 2025 and run for 18 weeks. Based on course duration, the student fee of $8,560 can be paid in three instalments.

1. Initial instalment of $80, due on enrolment or prior to 3 February 2025.
2. First Instalment of $4,240, due on 21 February 2025.
3. Second Instalment of $4,240, due on 21 April 2025.

You have elected to pay all the fees on enrolment, paying $8,560.

You formally withdraw on 31 January 2025. As you withdrew **before** classes start, you will be refunded the full $8,560.	You formally withdraw on 4 February 2025. As you withdrew **after** classes start, you will not be refunded the initial instalment fee of $80. You will receive a refund of the remaining 'future- dated' paid instalments, due on 21 February and 21 April, which total to $8,480.	You formally withdraw on 22 February 2025. As you withdrew **after** classes start and **after** the first instalment was due, you are liable for the initial instalment fee of $80, and the instalment fee of $4,240, due on 21 February. You will receive a refund of the remaining future-dated instalment due on 21 April, which totals $4,240.