

Refund Policy for Student Fees

Cancelled Courses

A full refund will automatically be given for courses which are cancelled by the Southern Institute of Technology or do not start because of insufficient enrolments.

Note: The Southern Institute of Technology reserves the right to cancel courses if insufficient students apply or students do not meet the entry criteria.

Withdrawal from Programmes/ Courses

All notices of withdrawal should be on the appropriate form, addressed to the Manager, Corporate Services, be signed and dated and give a detailed reason for withdrawal. The student is liable for all fees once enrolment is completed.

- i) For students undertaking fulltime study the withdrawal **must** be endorsed by the Head of Faculty.
- ii) For students in community courses no Faculty approval is required. Formal withdrawal forms can be obtained from the Administration Centre.
- iii) The calculation for any refund of fees will be made from the date the notice of withdrawal is received in the Administration Centre.

The following table outlines refund entitlements:

Certificated programmes of study:

Withdrawal	Refund	Academic Results
After enrolment	Nil	No results
After start of class up to 75% course completed	Nil	Withdrawn recorded *
After 75% of course completed	Nil	Failure to complete qualification *

* For national qualification framework units: Units completed for which the student is assessed as competent should be registered with NZQA, subject to payment of all fees required.

Community Courses:

Withdrawal	Refund	Academic Results
3 working days prior to start of class	100%	Not applicable

- λ Verbal notice to any staff member will **not** be accepted as an official notice of withdrawal from a programme or course
- λ Any withdrawal from a course(s) may affect student loans and allowances
- λ If course fees have been paid from a student loan any refund must be sent to StudyLink
- Processing of refunds may take up to 4 weeks