



**The Mind Lab | Tech Futures Lab | Earth Futures Lab**

## **Terms and Conditions of Enrolment, Scholarships and Withdrawal Scenarios**

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## Enrolment Terms and Conditions 2023/2024

AcademyEX Education Limited Partnership also trades as The Mind Lab, Tech Futures Lab and Earth Futures Lab faculties. All Terms and Conditions, policies and declarations of academyEX also apply to The Mind Lab, Tech Futures Lab and Earth Futures Lab unless expressly stated otherwise.

AcademyEX is an NZQA-registered Tertiary Education Organisation under the provisions of the Education and Training Act 2020 and its subsequent amendments and approved to award a range of programmes and micro-credentials. Postgraduate students of The Mind Lab, Tech Futures Lab and Earth Futures Lab as faculties of academyEX are enrolled with academyEX.

### **Fees**

1. Depending on the programme or course, fees charged may be one or several of (but not limited to) the following: *tuition fees, registration fee, administration fee, etc.* Confirmation of enrolment and fees will be provided in the form of an invoice.
2. For "Fees Free"<sup>1</sup> eligible students: An estimate of any balance payable by the student will be provided at the time of enrolment, and updated once the fees free eligibility / payment is approved. Students eligible for "Fees Free" study who have already paid fees will be refunded as applicable. If eligible for Fees Free, students are not eligible to be awarded an academyEX scholarship.
3. For students not eligible for Fees Free: Invoices will be issued for tuition fees prior to the start date of the programme (or in the case of Masters, each part of the programme) (Part 1, 2 and 3) unless otherwise requested. Payment is due 7 days prior to the Programme or course start date. Alternatively students must provide academyEX with evidence that a confirmed Studylink student loan application is in progress, or a relevant scholarship has been approved. In Exceptional Circumstances (as defined in the academyEX Academic Management Policy), payment must be made NO LATER than within 7 days after programme start. Enrolment requirements for a course or programme intake will not be deemed complete unless payment of all required fees has been made and receipted.
4. Failure to pay any invoice(s) by the due date may result in access to relevant platforms being disabled. Further failure means that academyEX may start formal recovery action to recover unpaid fees. The student will then be liable for costs and expenses (including legal costs, debt collection agent fees, etc.) which may be incurred in the recovery or attempted recovery of the overdue amount. Academic results for the student will be withheld for any course or programme where fees or any other debt remains unpaid. The student will be prevented from graduating until their debt has been paid in full. The student will also be prevented from re-enrolling in further programmes or courses of study.
5. Any student who wishes to dispute the fees due must do so within one month of receiving the invoice or statement. A request to review the fees or account balance must be made within this month, in writing to the General Manager. At the discretion of academyEX, and with just cause, this period may be extended. Once the request is received, the review will be completed within seven (7) working days. Once the review is completed, any outstanding balance is due immediately.
6. Promo codes (otherwise known as discount codes) should only be used if the user has been authorised to do so. If a promo code has been applied incorrectly or in an unauthorised manner the user will be required to pay back the discount to academyEX. When a promo code discount is validated, no other discounts may be applied. Promo codes may be unique to a single user or limited by the number of unique uses. Promo codes must not be shared or distributed beyond those authorised to receive them. Should you share the promo code it may impact on your ability (or the ability of others) to use that code. If we discover use of a promo code in a manner that is inconsistent with these Terms, we reserve the right to cancel the discount, suspend or block your Account until the applicable price has been paid, or cancel your Account completely.

### **Cancellation Of Programme Or Course Offering**

Enrolment in a programme or course intake is conditional upon and subject to sufficient numbers of students enrolling in a particular intake. Students will normally be offered an opportunity to enrol in an

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<sup>1</sup> See <https://www.feesfree.govt.nz/>

alternative intake, or receive a full refund if academyEX cancels a scheduled course or programme intake.

### **Student Fee Protection**

academyEX complies with NZQA Student Fee Protection Rules which protect the interests of domestic and international students. academyEX has a Static Trust Account with the NZQA-approved fee protection supplier, Public Trust, that ensures the safe protection of student fees over the value of \$500.

### **Transfers**

1. Transfers to other intakes and / or programmes are negotiated with the relevant Programme Lead, and approved by the Academic Governance Group..
2. There may be additional fees required or a refund may be due where a transfer is made. Where a student loan has been used to pay fees, the refund will need to be returned to StudyLink and a new loan drawdown for the new programme. When a scholarship has been used to pay the fees, adjustments will be made in accordance with the terms of the scholarship.

### **Withdrawals and Refund Entitlements**

1. The key provisions and terms for withdrawals and refunds from the following individual academyEX programmes are summarised in the [Withdrawal Scenarios](#) presented in this document.
  - a. [Master of Change and Organisational Resilience](#)
  - b. [Master of Contemporary Education](#)
  - c. [Master of Technological Futures](#)
  - d. [Postgraduate Certificate in Digital and Collaborative Learning](#)
  - e. [Postgraduate Certificate in Leading Change for Good](#)
  - f. [Digital & Collaborative Teaching and Learning Micro-credential](#)
  - g. [Digital Skills for the Workplace Micro-credential](#)
  - h. [Disruptive Technologies Micro-credential](#)
  - i. [Entrepreneurship Micro-credential](#)
  - j. [Internet of Things for Sustainability Micro-credential](#)
  - k. [Leading Beyond Sustainability Micro-credential](#)
  - l. [Understanding Software Development Processes and Tools Micro-credential](#)
2. Students must contact the academyEX Enrolments Team for any questions. Students who wish to apply for withdrawal must make an application in writing. Verbal notice of withdrawal will not normally be accepted as a student's intention to withdraw.
3. Withdrawal is confirmed from the date the written notification is received by academyEX; the refund/fees outcomes of the withdrawal will be determined by the date the withdrawal is confirmed.
4. The key dates that relate to withdrawing from courses (Start Date, 10% Date, 75% Date, and End Date) in a programme are identified alongside the withdrawal scenarios below.
5. Any applicable Administration/Registration fee is normally included in the Tuition fee invoiced at the start of the enrolment, but is separated from the fees refund if a student withdraws before the last date for withdrawal with a refund. If a student withdraws before the last date for withdrawal for a refund, they will be liable for any applicable Administration / Registration fee. If a student has already paid fees, this Administration / Registration fee will be deducted from any refund owed to the student.
6. In case of more than four consecutive weeks of non-attendance in classes, or non-participation in required online activities associated with a programme or course, and no contact with academyEX, the student may be withdrawn on grounds of abandonment.

### **Exceptional Circumstances**

If Exceptional Circumstances apply, a student who withdraws after the last dates for refund eligibility have passed, may be eligible for compassionate consideration. The student (or an authorised person acting on behalf of the student) must contact the Enrolments team with details for consideration. In such cases, all decisions of the General Manager are final and cannot be appealed.

## **Privacy Policy**

Information from applicants collected to process student enrolment with academyEX may also be disclosed to Government departments as mandated by the Tertiary Education Commission for the purposes of administering NZ's tertiary education system, developing policy advice for Government and for research purposes, official statistics, or as otherwise required by law. Students have the right to access and correct their personal information that has been [collected by academyEX in accordance with the academyEX Privacy Policy](#) and the Privacy Act 2020. The Privacy Policy applies to information collected from all users of academyEX products and services, and covers the collection of personal information, storage, use and disclosure of personal information, cookies and data security, and user access to and correction of personal information.

## **Code of Conduct**

The [academyEX Code of Conduct](#) applies to all students, staff members, and contractors of academyEX. The Code outlines expectations for academic and personal conduct; the consequences of misconduct; and processes for complaints and appeals.

## **AcademyEX Scholarship Terms and Conditions [Domestic Scholarships - 2024]**

Scholarship funds advertised as available are shared across all postgraduate programmes delivered by The Mind Lab, Tech Futures Lab and Earth Futures Lab as faculties of academyEX.

1. Before applying for a scholarship please check if you are eligible for Fees Free (this check takes less than a minute with your NSN number). If you are eligible and approved for Fees Free, you are not eligible to be awarded an academyEX scholarship.
2. Students must apply for a programme alongside their scholarship application.
3. Scholarships cover 50% of tuition fees only in 2024.
4. Scholarship applications must be submitted before the scholarship application deadline (2 months before the start date of an intake). Only complete applications will be reviewed.
5. Scholarships are reviewed and awarded based on the merit of the applications received by the application deadline, up to the number of scholarships allocated to each intake. If scholarships remain unallocated after the application deadline, scholarships will be reviewed and awarded at the discretion of the academyEX Scholarship Panel.
6. At least two Tangata Whenua and two Pacific Ako scholarships will be awarded for each programme intake.
7. Scholarships will only be awarded to those who are not currently receiving other financial support (including Fees Free) towards their fees.
8. You cannot receive more than one scholarship from academyEX for a single programme.
9. You cannot receive more than one scholarship from academyEX within a 12 month period (e.g. if you have received a scholarship from academyEX for a programme that starts in June 2023 you cannot receive another scholarship for a programme that starts in the period June 2023 – May 2024 with academyEX).
10. Being awarded one scholarship does not imply that any further scholarship will be granted. Each application is reviewed on merit against a contestable pool of scholarship funding.
11. Scholarship applications must be submitted when applying for a programme for the first time only. Students already enrolled in a programme of study cannot apply for an academyEX scholarship when transitioning to different parts of a programme.
12. The early-bird offer may not be used in conjunction with academyEX Scholarships.
13. Advertised scholarships are available for study on programme intakes that begin after 01 January 2024.
14. Scholarships will be granted for the full duration of the programme. If the programme spans across 2024 and 2025, a scholarship will be granted for the full programme. The recipient will only need to apply once to get a scholarship for the full programme.
15. Students who enrol on a programme and who are awarded a scholarship must complete their programme of study. Students who do not complete their studies who have received a scholarship will be ineligible to apply or receive another scholarship for a minimum of three years.
16. Transfer of scholarship funding to another intake may be approved on compassionate grounds through a written request to the Programme Lead and academyEX Governance Group. All requests are considered on a case by case basis, and re-enrolment must be within 12 months of the request.
17. During the application process, you may be asked to provide some personal information to identify yourself as part of your application process. This information differs depending on which scholarship you are applying for.
18. academyEX may request additional supporting evidence or documentation when assessing the outcome of a scholarship application.
19. By accepting the scholarship, you are indicating that you will, to the best of your ability, attend all required sessions for the programme you are enrolled in (both online and face-to-face). Where attendance requirements are not met and your enrolment in the programme is impacted, your scholarship may also be affected.

## **AcademyEX Scholarship Terms and Conditions [International Scholarships - 2024]**

1. The Scholarship will be known as the AcademyEX International Student Excellence Scholarship.
2. Up to 16 Scholarships will be awarded annually and will comprise a contribution towards compulsory tuition fees of up to NZ\$11,000 each for 2024 intakes.
3. To be eligible for Scholarship consideration, an applicant must be an international student who are neither citizens, permanent residents nor resident visa holders of New Zealand or Australia.
4. Students must be enrolled as onshore registrations. Students enrolling as distance education students will not be eligible to apply.
5. The early-bird offer may not be used in conjunction with academyEX Scholarships.
6. The basis of selection will be academic merit, the quality of the letter of application and endorsement by the applicant's referee.
7. For the purpose of this Scholarship, academic merit is assessed as an Admissions Grade Point Average (GPA) or Grade Point Equivalent (GPE), and an IELTS result or equivalent.
8. The Selection Committee may also consider the applicant's country of origin, and how the intended programme of study aligns with academyEX's strategic aims.
9. academyEX may request additional supporting documentation when assessing the outcome of a scholarship application.
10. To be paid the Scholarship, awardees must be enrolled full-time in a Master's degree.
11. Scholarships will be granted for the full duration of the programme. If the programme spans across 2024 and 2025, a scholarship will be granted for the full programme. The recipient will only need to apply once to get a scholarship for the full programme.
12. Transfer of scholarship funding to another intake may be approved through a written request to the Enrolment Team ([enrol@academyex.com](mailto:enrol@academyex.com)). All requests are considered only before the intake starts
13. Scholarship applications must be submitted when applying for a programme for the first time only. Students already enrolled in a programme of study cannot apply for this scholarship when transitioning to different parts of a programme.
14. Students who enrol in a programme and who are awarded a scholarship must complete their programme of study. Students who do not complete their studies who have received a scholarship will be ineligible to apply or receive another scholarship for a minimum of three years.
15. Awardees who take up this Scholarship but who do not complete at least 6 months of study will normally be required to pay back the full sum of monies received.
16. It is the responsibility of the awardee to declare to academyEX all other scholarships, awards or grant funding whilst in receipt of this Scholarship.
17. academyEX is not obliged to make an award if it is determined there is no candidate that meets the criteria and/or no candidate of sufficient merit.
18. academyEX can amend or vary these regulations, provided that there is no departure from the main purpose of the Scholarship.
19. Awardees will be required to comply with the regulations for the Scholarship and must notify the Academic Registrar of any change in their enrolment or funding status.
20. In the event that it can be established that an awardee is not complying with these regulations, academyEX reserves the right to terminate the Scholarship and require repayment of the funds received from the date of the breach.

## **AcademyEX Scholarship Terms and Conditions [Domestic Students - 2023]**

Scholarship funds advertised as available are shared across all postgraduate programmes delivered by The Mind Lab, Tech Futures Lab and Earth Futures Lab as faculties of academyEX.

1. Before applying for a scholarship please check if you are eligible for Fees Free (this check takes less than a minute with your NSN number). If you are eligible there's no need to apply for a scholarship.
2. Scholarships cover 75% of tuition fees only.
3. Scholarship applications must be submitted before the scholarship application deadline (4 weeks before the start date of an intake). Only complete applications will be reviewed.
4. Scholarships are reviewed and awarded on a first-in-first-served basis until the total scholarship funding allocated has been consumed.
5. Scholarship applications are open only to those who are not currently receiving other financial support towards their fees.
6. You cannot receive more than one scholarship from academyEX for a single programme.
7. You cannot receive more than one scholarship from academyEX within a 12 month period (e.g. if you have received a scholarship from academyEX for a programme that starts in June 2023 you cannot receive another scholarship for a programme that starts in the period June 2023 – May 2024 with academyEX).
8. Being awarded one scholarship does not imply that any further scholarship will be granted. Each application is reviewed on merit against a contestable pool of scholarship funding
9. Scholarship applications must be submitted when applying for a programme for the first time only. Students already enrolled in a programme of study cannot apply for an academyEX scholarship when transitioning to different parts of a programme.
10. The early-bird offer may not be used in conjunction with academyEX Scholarships.
11. Advertised scholarships are available for study on programme intakes that begin after 01 January 2023.
12. Scholarships will be granted for the full duration of the programme. If the programme spans across 2023 and 2024, a scholarship will be granted for the full programme. The recipient will only need to apply once to get a scholarship for the full programme.
13. Students who enrol on a programme and who are awarded a scholarship must complete their programme of study. Students who do not complete their studies who have received a scholarship will be ineligible to apply or receive another scholarship for a minimum of three years.
14. Transfer of scholarship funding to another intake may be approved on compassionate grounds through a written request to the Programme Lead and academyEX General Manager. All requests are considered on a case by case basis, and re-enrolment must be within 12 months of the request.
15. During the application process, you may be asked to provide some personal information to identify yourself as part of your application process. This information differs depending on which scholarship you are applying for.
16. academyEX may request additional supporting documentation when assessing the outcome of a scholarship application.
17. By accepting the scholarship, you are indicating that you will, to the best of your ability, attend all required sessions for the programme you are enrolled in (both online and face-to-face). Where attendance requirements are not met and your enrolment in the programme is impacted, your scholarship may also be affected.
18. International Students are not eligible to apply for academyEX Scholarships or receive fee discounts.

## Withdrawal Scenarios for Domestic Enrolments

### Master of Change and Organisational Resilience

#### Intakes starting in 2024

Fees Charged	Grade Awarded	Scholarship	Re-enrol into another intake
<b>If a student withdraws from the programme anytime after the start date of the programme and up to 10% of the first course(s) enrolled in</b>			
\$400 incl GST, deducted as Non Refundable Registration Fee*, and any remaining amount paid is refunded	No record of enrolment, withdrawn from full programme	Students can apply for a scholarship again.	The student is able to re-enrol into another/later intake with full tuition fees charged for re-enrolment.
<b>If a student withdraws from the programme between 10% and 75% of any course(s) actively studying</b>			
No refund provided for any courses actively studying.  Any amount paid for courses to be studied in the future will be refunded.	Withdrawn grade given for courses actively studying.  No record of enrolment for courses not started.	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws from the programme after 75% of the course duration of any course(s) actively studying</b>			
No refund provided for any courses actively studying.  Any amount paid for courses to be studied in the future will be refunded.	Did not Complete grade if withdrawn after 75% date.	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.

### Refund Entitlement Dates

These dates correspond to the timeframes referred to in the withdrawal scenarios above.

Course	Start Date	10% Date	75% Date	End Date
<b>March Intake</b>				
MCOR8101	07/03/2024	14/03/2024	28/04/2024	15/05/2024
MCOR8102	07/03/2024	14/03/2024	28/04/2024	15/05/2024
MCOR8103	16/05/2024	23/05/2024	07/07/2024	24/07/2024
MCOR8104	16/05/2024	23/05/2024	07/07/2024	24/07/2024
MCOR8205	07/08/2024	15/08/2024	08/10/2024	29/10/2024
MCOR8206	09/08/2024	17/08/2024	10/10/2024	31/10/2024
MCOR9345	14/11/2024	30/11/2024	14/03/2025	23/04/2025
MCOR9390	14/11/2024	30/11/2024	14/03/2025	23/04/2025
MCOR9345	14/11/2024	14/12/2024	27/06/2025	10/09/2025
MCOR9390	14/11/2024	14/12/2024	27/06/2025	10/09/2025
<b>July Intake</b>				
MCOR8101	04/07/2024	11/07/2024	25/08/2024	11/09/2024

MCOR8102	04/07/2024	11/07/2024	25/08/2024	11/09/2024
MCOR8103	12/09/2024	19/09/2024	03/11/2024	20/11/2024
MCOR8104	12/09/2024	19/09/2024	03/11/2024	20/11/2024
MCOR8205	04/12/2024	14/12/2024	20/02/2025	18/03/2025
MCOR8206	04/12/2024	14/12/2024	20/02/2025	18/03/2025
MCOR9345	01/04/2025	15/04/2025	15/04/2025	18/08/2025
MCOR9390	01/04/2025	15/04/2025	15/04/2025	18/08/2025
MCOR9345	01/04/2025	29/04/2025	29/04/2025	05/01/2026
MCOR9390	01/04/2025	29/04/2025	29/04/2025	05/01/2026
<b>November Intake</b>				
MCOR8101	31/10/2024	09/11/2024	07/01/2025	29/01/2025
MCOR8102	31/10/2024	09/11/2024	07/01/2025	29/01/2025
MCOR8103	30/01/2025	06/02/2025	23/03/2025	09/04/2025
MCOR8104	30/01/2025	06/02/2025	23/03/2025	09/04/2025
MCOR8205	23/04/2025	01/05/2025	24/06/2025	15/07/2025
MCOR8206	23/04/2025	01/05/2025	24/06/2025	15/07/2025
MCOR9345	29/07/2025	12/08/2025	10/11/2025	15/12/2025
MCOR9390	29/07/2025	12/08/2025	10/11/2025	15/12/2025
MCOR9345	29/07/2025	26/08/2025	23/02/2026	04/05/2026
MCOR9390	29/07/2025	26/08/2025	23/02/2026	04/05/2026

### Intakes starting in 2023

<b>Fees Charged</b>	<b>Grade Awarded</b>	<b>Scholarship</b>	<b>Re-enrol into another intake</b>
<b>If a student withdraws from the programme anytime after the start date of the programme and up to 10% of MCOR8101 and MCOR8102</b>			
\$400 incl GST, deducted as Non Refundable Registration Fee*, and any remaining amount paid is refunded	No record of enrolment, withdrawn from full programme	Students can apply for a scholarship again.	The student is able to re-enrol into another/later intake with full tuition fees charged
<b>If a student withdraws from the programme between 10% and 75% of the course duration of MCOR8101 and MCOR8102</b>			
\$2,167.00 incl GST charged for MCOR8101 and MCOR8102	Withdrawn grade given for MCOR8101 and MCOR8102	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws from the programme after 75% of the course duration of MCOR8101 and MCOR8102</b>			
\$2,167.00 incl GST charged for MCOR8101 and MCOR8102	Did not Complete grade if withdrawn after 75% date	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws from the programme between 10% and 75% of the course duration of MCOR8103 and MCOR8104</b>			
\$2,167.00 incl GST charged for MCOR8103 and MCOR8104	Withdrawn grade given for MCOR8103 and MCOR8104	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.

<b>If a student withdraws from the programme after 75% of the course duration of MCOR8103 and MCOR8104</b>			
\$2,167.00 incl GST charged for MCOR8103 and MCOR8104	Did not Complete grade if withdrawn after 75% date	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws within 10% of the start date of MCOR8205 and/or MCOR8206</b>			
\$216.70 incl GST charged for MCOR8205 and MCOR8206  OR \$108.30 if only enrolled in MCOR8206.	No record for enrolment into MCOR8205 and MCOR8206	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws between 10% and 75% of the course duration of MCOR8205 and/or MCOR8206</b>			
\$2,167.00 incl GST charged for MCOR8205 and MCOR8206  OR \$1,083.00 if only enrolled in MCOR8206	'W' grade is given for MCOR8205 and MCOR8206	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws from the programme after 75% of the course duration of MCOR8205 and/or MCOR8206</b>			
\$2,167.00 incl GST charged for MCOR8205 and MCOR8206  OR \$1,083.00 if only enrolled in MCOR8206	Did not Complete grade if withdrawn after 75% date	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws within 10% of the start date of MCOR9345 or MCOR9390</b>			
\$325.00 incl GST charged for MCOR9345 or \$650.00 incl GST charged for MCOR9390	No record for enrolment into MCOR9345 and MCOR9390	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws between 10% and 75% of the course duration of MCOR9345 or MCOR9390</b>			
\$3,250.00 incl GST charged for MCOR9345 or \$6,500.00 incl GST charged for MCOR9390	'W' grade is given for MCOR9345 and MCOR9390	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws from the programme after 75% of the course duration of MCOR9345 or 9390</b>			
\$3,250.00 incl GST charged for MCOR9345 Or \$6,500.00 incl GST charged for MCOR9390	Did not Complete grade if withdrawn after 75% date	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student attempts but receives a Not Yet Competent outcome for any courses of the programme</b>			
Students are liable for the full fees of the course(s) attempted.	Not Yet Competent grade	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If academyEX voluntarily ceases a Course or Courses, there is a Voluntary closure by academyEX, or a Course Closure Event</b>			

Any Fees paid for any remaining incomplete courses will be fully refunded	Completed courses would be graded, incompletes would show 'No record of enrolment'	Scholarships would not be requested to be repaid.	The student is able to re-enrol into another/later intake if offered. Only charged for the courses re-enrolling into.
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\*The Registration Fee of \$400 is not refundable at any stage of withdrawal scenarios.

Transfer of scholarship funding to another intake may be approved on compassionate grounds through a written request to the Programme Lead and academyEX General Manager. All requests are considered on a case by case basis, and re-enrolment must be within 12 months of the request.

## Refund Entitlement Dates

These dates correspond to the timeframes referred to in the withdrawal scenarios above.

Course	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
<b>February 2023 Intake (Starting Part 1)</b>				
MCOR8101	13 Feb 2023	20 Feb 2023	06 Apr 2023	23 Apr 2023
MCOR8102	13 Feb 2023	20 Feb 2023	06 Apr 2023	23 Apr 2023
MCOR8103	24 Apr 2023	01 May 2023	15 June 2023	02 Jul 2023
MCOR8104	24 Apr 2023	01 May 2023	15 June 2023	02 Jul 2023
MCOR8205	17 July 2023	25 July 2023	17 Sep 2023	08 Oct 2023
MCOR8206	17 July 2023	25 July 2023	17 Sep 2023	08 Oct 2023
<b>February 2023 Intake (Full Time Part 3)</b>				
MCOR9345	23 Oct 2023	08 Nov 2023	20 Feb 2024	31 Mar 2024
MCOR9390	23 Oct 2023	08 Nov 2023	20 Feb 2024	31 Mar 2024
<b>February 2023 Intake (Part Time Part 3)</b>				
MCOR9345	23 Oct 2023	23 Nov 2023	09 Jun 2024	25 Aug 2024
MCOR9390	23 Oct 2023	23 Nov 2023	09 Jun 2024	25 Aug 2024
<b>February 2023 Intake (Starting Part 2)</b>				
MCOR8205	13 Feb 2023	21 Feb 2023	16 Apr 2023	07 May 2023
MCOR8206	13 Feb 2023	21 Feb 2023	16 Apr 2023	07 May 2023
<b>February 2023 Intake (Full Time Part 3)</b>				
MCOR9345	22 May 2023	05 Jun 2023	03 Sep 2023	08 Oct 2023
MCOR9390	22 May 2023	05 Jun 2023	03 Sep 2023	08 Oct 2023
<b>February 2023 Intake (Part Time Part 3)</b>				
MCOR9345	22 May 2023	22 June 2023	07 Jan 2024	24 Mar 2024
MCOR9390	22 May 2023	22 June 2023	07 Jan 2024	24 Mar 2024
<b>July 2023 Intake</b>				
MCOR8101	12 June 2023	19 June 2023	03 Aug 2023	20 Aug 2023

MCOR8102	12 June 2023	19 June 2023	03 Aug 2023	20 Aug 2023
MCOR8103	21 Aug 2023	28 Aug 2023	12 Oct 2023	29 Oct 2023
MCOR8104	21 Aug 2023	28 Aug 2023	12 Oct 2023	29 Oct 2023
MCOR8205	13 Nov 2023	23 Nov 2023	30 Jan 2024	25 Feb 2024
MCOR8206	13 Nov 2023	23 Nov 2023	30 Jan 2024	25 Feb 2024
<b>February 2023 Intake (Full Time Part 3)</b>				
MCOR9345	11 Mar 2024	25 Mar 2024	23 June 2024	28 July 2024
MCOR9390	11 Mar 2024	25 Mar 2024	23 June 2024	28 July 2024
<b>February 2023 Intake (Part Time Part 3)</b>				
MCOR9345	11 Mar 2024	14 May 2024	07 Jul 2025	15 Dec 2025
MCOR9390	11 Mar 2024	14 May 2024	07 Jul 2025	15 Dec 2025
<b>October 2023 Intake</b>				
MCOR8101	09 Oct 2023	16 Oct 2023	30 Nov 2023	17 Dec 2023
MCOR8102	09 Oct 2023	16 Oct 2023	30 Nov 2023	17 Dec 2023
MCOR8103	08 Jan 2024	15 Jan 2024	29 Feb 2024	17 Mar 2024
MCOR8104	08 Jan 2024	15 Jan 2024	29 Feb 2024	17 Mar 2024
MCOR8205	01 Apr 2024	09 Apr 2024	02 Jun 2024	23 June 2024
MCOR8206	01 Apr 2024	09 Apr 2024	02 Jun 2024	23 June 2024
<b>October 2023 Intake (Full Time Part 3)</b>				
MCOR9345	08 Jul 2024	22 July 2024	20 Oct 2024	24 Nov 2024
MCOR9390	08 Jul 2024	22 July 2024	20 Oct 2024	24 Nov 2024
<b>October 2023 Intake (Part Time Part 3)</b>				
MCOR9345	08 Jul 2024	08 Aug 2024	23 Feb 2025	11 May 2025
MCOR9390	08 Jul 2024	08 Aug 2024	23 Feb 2025	11 May 2025

## Master of Contemporary Education

### Intakes starting in 2024

Fees Charged	Grade Awarded	Scholarship	Re-enrol into another intake
<b>If a student withdraws from the programme anytime after the start date of the programme and up to 10% of the first course(s) enrolled in</b>			
\$400 incl GST, deducted as Non Refundable Registration Fee*, and any remaining amount paid is refunded	No record of enrolment, withdrawn from full programme	Students can apply for a scholarship again.	The student is able to re-enrol into another/later intake with full tuition fees charged for re-enrolment.
<b>If a student withdraws from the programme between 10% and 75% of any course(s) actively studying</b>			
No refund provided for any courses actively studying.  Any amount paid for courses to be studied in the future will be refunded.	Withdrawn grade given for courses actively studying.  No record of enrolment for courses not started.	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws from the programme after 75% of the course duration of any course(s) actively studying</b>			
No refund provided for any courses actively studying.  Any amount paid for courses to be studied in the future will be refunded.	Did not Complete grade if withdrawn after 75% date.	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.

### Refund Entitlement Dates

These dates correspond to the timeframes referred to in the withdrawal scenarios above.

Master of Contemporary Education Part 1   Part 2   Part 3				
Course	Start Date	10% Date	75% Date	End Date
<b>January - Full-time</b>				
DCLC8001	16/01/2024	23/01/2024	08/03/2024	25/03/2024
DCLC8002	26/03/2024	02/04/2024	17/05/2024	03/06/2024
MLED8201	17/06/2024	24/06/2024	08/08/2024	25/08/2024
MLED8205	17/06/2024	24/06/2024	08/08/2024	25/08/2024
MLED9290	08/09/2024	01/10/2024	27/02/2025	26/04/2025
MLED8202	08/09/2024	21/09/2024	11/12/2024	11/01/2025
MLED8203	08/09/2024	21/09/2024	11/12/2024	11/01/2025
MLED8204	08/09/2024	21/09/2024	11/12/2024	11/01/2025
MLED8206	08/09/2024	21/09/2024	11/12/2024	11/01/2025
MLED8207	08/09/2024	21/09/2024	11/12/2024	11/01/2025
MLED9245	12/01/2025	22/01/2025	31/03/2025	26/04/2025

<b>January - Part-time</b>				
DCLC8001	16/01/2024	26/01/2024	03/04/2024	29/04/2024
DCLC8002	13/05/2024	23/05/2024	30/07/2024	25/08/2024
MLED8201	08/09/2024	24/09/2024	06/01/2025	15/02/2025
MLED8205	08/09/2024	24/09/2024	06/01/2025	15/02/2025
MLED9290	01/03/2025	01/04/2025	17/10/2025	02/01/2026
MLED8202	01/03/2025	16/03/2025	24/06/2025	01/08/2025
MLED8203	01/03/2025	16/03/2025	24/06/2025	01/08/2025
MLED8204	01/03/2025	16/03/2025	24/06/2025	01/08/2025
MLED8206	01/03/2025	16/03/2025	24/06/2025	01/08/2025
MLED8207	01/03/2025	16/03/2025	24/06/2025	01/08/2025
MLED9245	02/08/2025	17/08/2025	25/11/2025	02/01/2026
<b>July - Part-time</b>				
DCLC8001	16/07/2024	26/07/2024	02/10/2024	28/10/2024
DCLC8002	11/11/2024	23/11/2024	13/02/2025	16/03/2025
MLED8201	30/03/2025	13/04/2025	12/07/2025	16/08/2025
MLED8205	30/03/2025	13/04/2025	12/07/2025	16/08/2025
MLED9290	30/08/2025	30/09/2025	17/04/2026	03/07/2026
MLED8202	30/08/2025	14/09/2025	23/12/2025	30/01/2026
MLED8203	30/08/2025	14/09/2025	23/12/2025	30/01/2026
MLED8204	30/08/2025	14/09/2025	23/12/2025	30/01/2026
MLED8206	30/08/2025	14/09/2025	23/12/2025	30/01/2026
MLED8207	30/08/2025	14/09/2025	23/12/2025	30/01/2026
MLED9245	31/01/2026	15/02/2026	26/05/2026	03/07/2026
<b>Master of Contemporary Education Part 2   Part 3</b>				
<b>January - Full -time</b>				
MLED8201	15/01/2024	22/01/2024	07/03/2024	24/03/2024
MLED8205	15/01/2024	22/01/2024	07/03/2024	24/03/2024
MLED9290	07/04/2024	28/04/2024	11/09/2024	02/11/2024
MLED8202	07/04/2024	17/04/2024	24/06/2024	20/07/2024
MLED8203	07/04/2024	17/04/2024	24/06/2024	20/07/2024
MLED8204	07/04/2024	17/04/2024	24/06/2024	20/07/2024
MLED8206	07/04/2024	17/04/2024	24/06/2024	20/07/2024
MLED8207	07/04/2024	17/04/2024	24/06/2024	20/07/2024
MLED9245	21/07/2024	31/07/2024	07/10/2024	02/11/2024
<b>January - Part-time</b>				
MLED8201	15/01/2024	29/01/2024	28/04/2024	02/06/2024
MLED8205	15/01/2024	29/01/2024	28/04/2024	02/06/2024
MLED9290	16/06/2024	19/07/2024	17/02/2025	10/05/2025
MLED8202	16/06/2024	01/07/2024	09/10/2024	16/11/2024
MLED8203	16/06/2024	01/07/2024	09/10/2024	16/11/2024

MLED8204	16/06/2024	01/07/2024	09/10/2024	16/11/2024
MLED8206	16/06/2024	01/07/2024	09/10/2024	16/11/2024
MLED8207	16/06/2024	01/07/2024	09/10/2024	16/11/2024
MLED9245	17/11/2024	04/12/2024	28/03/2025	10/05/2025
<b>July - Part-time</b>				
MLED8201	15/07/2024	28/07/2024	27/10/2024	01/12/2024
MLED8205	15/07/2024	28/07/2024	27/10/2024	01/12/2024
MLED9290	15/12/2024	17/01/2025	18/08/2025	08/11/2025
MLED8202	15/12/2024	30/12/2024	09/04/2025	17/05/2025
MLED8203	15/12/2024	30/12/2024	09/04/2025	17/05/2025
MLED8204	15/12/2024	30/12/2024	09/04/2025	17/05/2025
MLED8206	15/12/2024	30/12/2024	09/04/2025	17/05/2025
MLED8207	15/12/2024	30/12/2024	09/04/2025	17/05/2025
MLED9245	18/05/2025	04/06/2025	26/09/2025	08/11/2025

## Intakes starting in 2024

### When Studying Part Time

Fees Charged	Grade Awarded	Scholarship	Re-enrol into another intake
<b>If a student withdraws from the programme anytime after the start date of the programme and up to 10% of MLED8201 and MLED8202</b>			
\$400 incl GST, deducted as Non Refundable Registration Fee*, and any remaining amount paid is refunded	No record of enrolment, withdrawn from full programme	Students can apply for a scholarship again.	The student is able to re-enrol into another/later intake with full tuition fees charged for re-enrolment.
<b>If a student withdraws from the programme between 10% and 75% of the course duration of MLED8201 and MLED8202 but still within 10% of MLED8203 and MLED8204</b>			
\$2,184.00 incl GST charged for MLED8201 and MLED8202 (MLED8203 and MLED8204 not started)  \$2,402.40 if within 10% of MLED8203 and MLED8204	Withdrawn grade given for MLED8201 and MLED8202  No record of enrolment into MLED8203 and MLED8204	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws from the programme between 10% and 75% of the course duration of MLED8203, MLED8204</b>			
\$4,368.00 incl GST charged for MLED8201, MLED8202, MLED8203, MK8204	Withdrawn grade given for MLED8203 and MLED8204	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws from the programme after 75% of the course duration of MLED8203 and MLED8204</b>			
\$4,368.00 incl GST charged for MLED8201, MLED8202, MLED8203, MLED8204	Did not Complete grade if withdrawn after 75% date	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.

<b>If a student withdraws within 10% of the start date of MLED9200</b>			
\$436.90 incl GST charged for MLED9200	No record for enrolment into MLED9200	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws after 10% of the start date of MLED9200</b>			
\$4369.00 incl GST charged for MLED9200	Withdrawal grade for MLED9200	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws from the programme after 75% of the course duration of MLED9200</b>			
\$4369.00 incl GST charged for MLED9200	Did not Complete grade if withdrawn after 75% date	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.

### When Studying Full Time

<b>Fees Charged</b>	<b>Grade Awarded</b>	<b>Scholarship</b>	<b>Re-enrol into another intake</b>
<b>If a student withdraws from the programme anytime after the start date of the programme and up to 10% of MLED8201, MLED8202, MLED8203, MLED8204</b>			
\$400 incl GST, deducted as Non Refundable Registration Fee*, and any remaining amount paid is refunded	No record of enrolment, withdrawn from full programme	Students can apply for a scholarship again.	The student is able to re-enrol into another/later intake with full tuition fees charged for re-enrolment.
<b>If a student withdraws from the programme between 10% and 75% of the course duration of MLED8201, MLED8202, MLED8203, MLED8204</b>			
\$4,368.00 incl GST charged for MLED8201, MLED8202, MLED8203, MLED8204	Withdrawn grade given for MLED8201, MLED8202, MLED8203 and MLED8204	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws from the programme after 75% of the course duration of MLED8201, MLED8202, MLED8203 and MLED8204</b>			
\$4,368.00 incl GST charged for MLED8201, MLED8202, MLED8203, MLED8204	Did not Complete grade if withdrawn after 75% date	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws within 10% of the start date of MLED9200</b>			
\$436.90 incl GST charged for MLED9200	No record for enrolment into MLED9200	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws after 10% of the start date of MLED9200</b>			
\$4369.00 incl GST charged for MLED9200	Withdrawal grade for MLED9200	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws from the programme after 75% of the course duration of MLED9200</b>			

\$4369.00 incl GST charged for MLED9200	Did not Complete grade if withdrawn after 75% date	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
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If a student attempts but receives a Not Yet Competent outcome for any courses of the programme			
Students are liable for the full fees of the course(s) attempted.	Not Yet Competent grade	Students cannot apply for another scholarship	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
If academyEX voluntarily ceases a Course or Courses, there is a Voluntary closure by academyEX, or a Course Closure Event			
Any Fees paid for any remaining incomplete courses will be fully refunded	Completed courses would be graded, incompletes would show 'No record of enrolment'	Scholarships would not be requested to be repaid.	The student is able to re-enrol into another/later intake if offered. Only charged for the courses re-enrolling into.

\*The Registration Fee of \$400 is not refundable at any stage of withdrawal scenarios.

Transfer of scholarship funding to another intake may be approved on compassionate grounds through a written request to the Programme Lead and academyEX General Manager. All requests are considered on a case by case basis, and re-enrolment must be within 12 months of the request.

## Refund Entitlement Dates

These dates correspond to the timeframes referred to in the withdrawal scenarios above.

Course	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
<b>C12P January 2023 Part-time</b>				
MLED8201	16 Jan 2023	03 Feb 2023	01 June 2023	16 July 2023
MLED8202	16 Jan 2023	03 Feb 2023	01 June 2023	16 July 2023
MLED8203	17 July 2023	04 Aug 2023	02 Dec 2023	17 Jan 2024
MLED8204	17 July 2023	04 Aug 2023	02 Dec 2023	17 Jan 2024
MLED9200	15 Jan 2024	20 Feb 2024	13 Oct 2024	12 Jan 2025
<b>C13P July 2023 Part-time</b>				
MLED8201	17 July 2023	04 Aug 2023	30 Nov 2024	14 Jan 2024
MLED8202	17 July 2023	04 Aug 2023	30 Nov 2024	14 Jan 2024
MLED8203	15 Jan 2024	02 Feb 2024	30 May 2024	14 July 2024
MLED8204	15 Jan 2024	02 Feb 2024	30 May 2024	14 July 2024
MLED9200	15 July 2024	20 Aug 2024	13 April 2025	13 July 2025

## Master of Technological Futures

### Intakes starting in 2024

Fees Charged	Grade Awarded	Scholarship	Re-enrol into another intake
<b>If a student withdraws from the programme anytime after the start date of the programme and up to 10% of the first course(s) enrolled in</b>			
\$400 incl GST, deducted as Non Refundable Registration Fee*, and any remaining amount paid is refunded	No record of enrolment, withdrawn from full programme	Students can apply for a scholarship again.	The student is able to re-enrol into another/later intake with full tuition fees charged for re-enrolment.
<b>If a student withdraws from the programme between 10% and 75% of any course(s) actively studying</b>			
No refund provided for any courses actively studying.  Any amount paid for courses to be studied in the future will be refunded.	Withdrawn grade given for courses actively studying.  No record of enrolment for courses not started.	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws from the programme after 75% of the course duration of any course(s) actively studying</b>			
No refund provided for any courses actively studying.  Any amount paid for courses to be studied in the future will be refunded.	Did not Complete grade if withdrawn after 75% date.	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.

### Refund Entitlement Dates

These dates correspond to the timeframes referred to in the withdrawal scenarios above.

Master of Technological Futures Withdrawal Dates				
Course	Start Date	10% Date	75% Date	End Date
<b>March Intake</b>				
MTFC8101	07/03/2024	14/03/2024	28/04/2024	15/05/2024
MTFC8102	07/03/2024	14/03/2024	28/04/2024	15/05/2024
MTFC8103	16/05/2024	23/05/2024	07/07/2024	24/07/2024
MTFC8104	16/05/2024	23/05/2024	07/07/2024	24/07/2024
MTFC8205	07/08/2024	16/08/2024	08/10/2024	29/10/2024
MTFC8206	07/08/2024	16/08/2024	08/10/2024	29/10/2024
MTFC9890	12/11/2024	26/11/2024	25/02/2025	21/04/2025
MTFC9890	12/11/2024	10/12/2024	10/06/2025	08/09/2025
AEXC8815	12/11/2024	22/11/2024	29/01/2025	24/02/2025
AEXC8830	12/11/2024	22/11/2024	29/01/2025	24/02/2025
AEXC8845	12/11/2024	22/11/2024	29/01/2025	24/02/2025
MTFC9845	25/02/2025	04/03/2025	18/04/2025	05/05/2025

AEXC8815	12/11/2024	28/11/2024	12/03/2025	21/04/2025
AEXC8830	12/11/2024	28/11/2024	12/03/2025	21/04/2025
AEXC8845	12/11/2024	28/11/2024	12/03/2025	21/04/2025
MTFC9845	22/04/2025	20/05/2025	18/11/2025	08/09/2025
<b>Course</b>	<b>Start Date</b>	<b>10% Date</b>	<b>75% Date</b>	<b>End Date</b>
<b>July Intake</b>				
MTFC8101	04/07/2024	11/07/2024	25/08/2024	11/09/2024
MTFC8102	04/07/2024	11/07/2024	25/08/2024	11/09/2024
MTFC8103	12/09/2024	19/09/2024	03/11/2024	20/11/2024
MTFC8104	12/09/2024	19/09/2024	03/11/2024	20/11/2024
MTFC8205	04/12/2024	13/12/2024	20/02/2025	18/03/2025
MTFC8206	04/12/2024	13/12/2024	20/02/2025	18/03/2025
MTFC9890	01/04/2025	15/04/2025	15/04/2025	18/08/2025
MTFC9890	01/04/2025	29/04/2025	29/04/2025	26/01/2026
AEXC8815	01/04/2025	08/04/2025	23/05/2025	09/06/2025
AEXC8830	01/04/2025	08/04/2025	23/05/2025	09/06/2025
AEXC8845	01/04/2025	08/04/2025	23/05/2025	09/06/2025
MTFC9845	10/06/2025	24/06/2025	24/06/2025	18/08/2025
AEXC8815	01/04/2025	15/04/2025	14/07/2025	18/08/2025
AEXC8830	01/04/2025	15/04/2025	14/07/2025	18/08/2025
AEXC8845	01/04/2025	15/04/2025	14/07/2025	18/08/2025
MTFC9845	19/08/2025	16/09/2025	16/09/2025	26/01/2026
<b>November Intake</b>				
MTFC8101	31/10/2024	09/11/2024	07/01/2025	29/01/2025
MTFC8102	31/10/2024	09/11/2024	07/01/2025	29/01/2025
MTFC8103	30/01/2025	06/02/2025	23/03/2025	09/04/2025
MTFC8104	30/01/2025	06/02/2025	23/03/2025	09/04/2025
MTFC8205	23/04/2025	01/05/2025	24/06/2025	15/07/2025
MTFC8206	23/04/2025	01/05/2025	24/06/2025	15/07/2025
MTFC9890	29/07/2025	14/08/2025	26/11/2025	05/01/2026
MTFC9890	29/07/2025	26/08/2025	23/02/2026	04/05/2026
AEXC8815	29/07/2025	05/08/2025	19/09/2025	06/10/2025
AEXC8830	29/07/2025	05/08/2025	19/09/2025	06/10/2025
AEXC8845	29/07/2025	05/08/2025	19/09/2025	06/10/2025
MTFC9845	07/10/2025	14/10/2025	28/11/2025	15/12/2025
AEXC8815	29/07/2025	12/08/2025	10/11/2025	15/12/2025
AEXC8830	29/07/2025	12/08/2025	10/11/2025	15/12/2025
AEXC8845	29/07/2025	12/08/2025	10/11/2025	15/12/2025
MTFC9845	16/12/2025	30/12/2025	30/03/2026	04/05/2026

### Intakes starting in 2023

Fees Charged	Grade Awarded	Scholarships	Re-enrol into another intake
<b>If a student withdraws from the programme any time before the start up to 10% of Immersion Phase (CISC8800, CISC8801, CISC8802, CISC8888)</b>			
\$400 incl GST, deducted as Non Refundable Registration Fee*, and any remaining amount paid is refunded	No record of enrolment, withdrawn from full programme	Students can apply for a scholarship again.	The student is able to re-enrol into another/later intake with full tuition fees charged.
<b>If a student withdraws from the programme between 10% and 75% of the courses duration within the Immersion Phase (CISC8800, CISC8801, CISC8802, CISC8888)</b>			
\$6256 incl GST charged	Withdrawn grade for all courses.	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws from the programme after 75% of the courses duration within the immersion Phase (CISC8800, CISC8801, CISC8802, CISC8888)</b>			
\$6256 incl GST charged	Did Not Complete grade for incomplete course	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws within the 10% Date of the start of Part 1</b>			
<b>Option A (CISC8830)</b>			
\$6,567.30 incl GST charged for the Immersion Phase and 10% of the fees for Part 1 Option A	No record for enrolment into the courses in Part 1 Option A.	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>Option B (CISC8875)</b>			
\$6,723.50 incl GST charged for Immersion Phase and 10% of the fees for Part 1, Option B	No record of enrolment into the courses in Part 1 Option B.	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws between 10% and 75% of the course duration of Part 1</b>			
<b>Option A (CISC8830)</b>			
\$9378 is charged for Immersion Phase and Part 1 Option A	Withdrawn grade for incomplete course.	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>Option B (CISC8875)</b>			
\$11,577 is charged for Immersion Phase and Part 1, Option B	'W' grade is given for Part 1 Option B.	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws after 75% of the course duration of Part 1</b>			
<b>Option A (CISC8830)</b>			

<b>Fees Charged</b>	<b>Grade Awarded</b>	<b>Scholarships</b>	<b>Re-enrol into another intake</b>
\$9378 is charged. (This includes total fees of Immersion Phase and total fees of Part 1 Option A).	Did Not Complete grade for incomplete course	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>Option B (CISC8875)</b>			
\$11,577 is charged. (This includes total fees of Immersion Phase and total fees of Part 1 Option B).	Did Not Complete grade for incomplete course	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws within the 10% date of the start of Part 2</b>			
<b>Option A (CISC9890)</b>			
\$10,027.80 incl GST charged for Immersion Phase, Part 1 Option A and 10% of Part 2	Withdrawn grade for incomplete course. No record of enrolment in Part 2 Option A	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>Option B (CISC9845)</b>			
\$12,045.50 incl GST charged for Immersion Phase, Part 1 Option B and 10% of Part 2	Withdrawn grade for incomplete course. No record of enrolment in Part 2 Option A	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws between 10% and 75% of the course duration of Part2</b>			
<b>Option A (CISC9890)</b>			
\$15,786.00 charged for Immersion Phase, Part 1 and Part 2	Withdrawn grade for incomplete course	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>Option B (CISC9845)</b>			
\$15,626.00 charged for Immersion Phase, Part 1 and Part 2	Withdrawn grade for incomplete course	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws after 75% of the course duration of Part 2</b>			
<b>Option A (CISC9890)</b>			
Student is liable for the full programme fees	Did Not Complete grade for incomplete course	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>Option B (CISC9845)</b>			
Student is liable for the full programme fees	Did Not Complete grade for incomplete course	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.

Fees Charged	Grade Awarded	Scholarships	Re-enrol into another intake
<b>If a student attempts but receives a Not Yet Competent grade for any phase of the programme</b>			
Students are liable for the full fees of the course(s) attempted.	Not Yet Competent Outcome	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If TFL voluntarily ceases a programme or course, there is a Voluntary closure by TFL, or a course closure</b>			
The fees for any remaining incomplete courses will be fully refunded.	Completed courses would be graded, incompletes would show 'No record of enrolment'	Students Can apply for a scholarship again.	The student is able to re-enrol into another/later intake if offered. Only charged for the courses re-enrolling into.

\*The Registration Fee of \$400 is not refundable at any stage of withdrawal scenarios.

Transfer of scholarship funding to another intake may be approved on compassionate grounds through a written request to the Programme Lead and academyEX General Manager. All requests are considered on a case by case basis, and re-enrolment must be within 12 months of the request.

### Refund Entitlement Dates

These dates correspond to the timeframes referred to in the withdrawal scenarios above.

Course	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
<b>February 2023 Intake</b>				
CISC8800	23 Feb 2023	09 Mar 2023	07 Jun 2023	12 July 2023
CISC8801	23 Feb 2023	09 Mar 2023	07 Jun 2023	12 July 2023
CISC8802	23 Feb 2023	09 Mar 2023	07 Jun 2023	12 July 2023
CISC8888	23 Feb 2023	09 Mar 2023	07 Jun 2023	12 July 2023
CISC8830	03 Aug 2023	11 Aug 2023	30 Sep 2023	25 Oct 2023
CISC9890	09 Nov 2023	06 Dec 2023	25 May 2024	31 July 2024
CISC8875	03 Aug 2023	21 Aug 2023	16 Dec 2023	31 Jan 2024
CISC9845	15 Feb 2024	03 Mar 2024	19 June 2024	31 July 2024
<b>June 2023 Intake</b>				
CISC8800	30 June 2023	14 July 2023	12 Oct 2023	16 Nov 2023
CISC8801	30 June 2023	14 July 2023	12 Oct 2023	16 Nov 2023
CISC8802	30 June 2023	14 July 2023	12 Oct 2023	16 Nov 2023
CISC8888	30 June 2023	14 July 2023	12 Oct 2023	16 Nov 2023
CISC8830	08 Dec 2023	16 Dec 2023	08 Feb 2024	29 Feb 2024
CISC9890	15 Mar 2024	11 Apr 2024	30 Sep 2024	05 Dec 2024
CISC8875	08 Dec 2023	26 Dec 2023	22 Apr 2024	06 Jun 2024
CISC9845	21 June 2024	08 Jul 2024	24 Oct 2024	05 Dec 2024

October 2023 Intake				
CISC8800	19 Oct 2023	03 Nov 2023	11 Feb 2024	20 Mar 2024
CISC8801	19 Oct 2023	03 Nov 2023	11 Feb 2024	20 Mar 2024
CISC8802	19 Oct 2023	03 Nov 2023	11 Feb 2024	20 Mar 2024
CISC8888	19 Oct 2023	03 Nov 2023	11 Feb 2024	20 Mar 2024
CISC8830	04 Apr 2024	12 Apr 2024	05 Jun 2024	26 June 2024
CISC9890	11 July 2024	06 Aug 2024	20 Jan 2025	26 Mar 2025
CISC8875	04 Apr 2024	22 Apr 2024	18 Aug 2024	02 Oct 2024
CISC9845	17 Oct 2024	02 Nov 2024	14 Feb 2025	26 Mar 2025
February 2023 Intake (Full Time Part 3)				
MCOR9345	11 Mar 2024	25 Mar 2024	23 June 2024	28 July 2024
MCOR9390	11 Mar 2024	25 Mar 2024	23 June 2024	28 July 2024
MCOR9345	11 Mar 2024	14 May 2024	07 Jul 2025	15 Dec 2025
MCOR9390	11 Mar 2024	14 May 2024	07 Jul 2025	15 Dec 2025
MCOR8101	09 Oct 2023	16 Oct 2023	30 Nov 2023	17 Dec 2023
MCOR8102	09 Oct 2023	16 Oct 2023	30 Nov 2023	17 Dec 2023
MCOR8103	08 Jan 2024	15 Jan 2024	29 Feb 2024	17 Mar 2024
MCOR8104	08 Jan 2024	15 Jan 2024	29 Feb 2024	17 Mar 2024
MCOR8205	01 Apr 2024	09 Apr 2024	02 Jun 2024	23 June 2024
MCOR8206	01 Apr 2024	09 Apr 2024	02 Jun 2024	23 June 2024
October 2023 Intake (Full Time Part 3)				
MCOR9345	08 Jul 2024	22 July 2024	20 Oct 2024	24 Nov 2024
MCOR9390	08 Jul 2024	22 July 2024	20 Oct 2024	24 Nov 2024
MCOR9345	08 Jul 2024	08 Aug 2024	23 Feb 2025	11 May 2025
MCOR9390	08 Jul 2024	08 Aug 2024	23 Feb 2025	11 May 2025

## Postgraduate Certificate in Digital and Collaborative Learning [2024]

Fees Charged	Grade Awarded	Re-enrol into another intake
<b>If a student withdraws before the start date up to 10% of DCLC8001 course of the programme</b>		
Before start date NON-REFUNDABLE Registration Fee \$100	No record of enrolment, withdrawn from full programme.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws after the 10% Date but within the 75% Date of the DCLC8001 course in the programme</b>		
\$1705 incl GST	Withdrawn grade for DCLC8001 No record of enrolment for DCLC8002	The student is able to re-enrol into another/later intake. Full course fees charged.
<b>If a student withdraws after the 75% Date of DCLC8001 course in the programme but before DCLC8002</b>		
\$1705 incl. GST charged	Did Not Complete for DCLC8001 No record of enrolment for DCLC8002	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws within the 10% Date or one calendar month (whichever is earlier) of the start date of the DCLC8002 course in the programme.</b>		
\$1705 incl. GST charged if a completely enrolled student attended any session	No record of enrolment for DCLC8002	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws after the 10% Date but within the 75% Date of the DCLC8002 course in the programme</b>		
\$3,400 charged	Withdrawn grade for DCLC8002	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws after the 75% Date of DCLC8002 course in the programme</b>		
\$3,400 charged	Did Not Complete for all uncompleted courses.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student completes the programme but receives a Not Yet Competent Final Grade</b>		
\$3,400	Not Yet Competent Outcome	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If academyEX voluntarily ceases a Course or Courses, there is a Voluntary closure by academyEX, or a Course Closure Event</b>		
Any Fees paid for any remaining incomplete courses will be fully refunded	Completed courses would be graded, incompleted would show 'No record of enrolment'	The student is able to re-enrol into another/later intake if offered. Only charged for the courses re-enrolling into.

\*The Registration Fee of \$100 is not refundable at any stage of withdrawal scenarios.

## Postgraduate Certificate in Digital and Collaborative Learning [2023 and 2024]

Fees Charged	Grade Awarded	Scholarship	Re-enrol into another intake
<b>If a student withdraws before the start date up to 10% of DCLC8001 course of the programme</b>			
Before start date NON-REFUNDABLE Registration Fee \$100	No record of enrolment, withdrawn from full programme.	Students can apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws after the 10% Date but within the 75% Date of the DCLC8001 course in the programme</b>			
\$1658 incl GST	Withdrawn grade for DCLC8001 No record of enrolment for DCLC8002	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Full course fees charged.
<b>If a student withdraws after the 75% Date of DCLC8001 course in the programme but before DCLC8002</b>			
\$1658 incl. GST charged	Did Not Complete for DCLC8001 No record of enrolment for DCLC8002	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws within the 10% Date or one calendar month (whichever is earlier) of the start date of the DCLC8002 course in the programme.</b>			
\$1658 incl. GST charged if a completely enrolled student attended any session	No record of enrolment for DCLC8002	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws after the 10% Date but within the 75% Date of the DCLC8002 course in the programme</b>			
\$3,320 charged	Withdrawn grade for DCLC8002	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws after the 75% Date of DCLC8002 course in the programme</b>			
\$3,320 charged	Did Not Complete for all uncompleted courses.	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student completes the programme but receives a Not Yet Competent Final Grade</b>			
\$3,320	Not Yet Competent Outcome	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If academyEX voluntarily ceases a Course or Courses, there is a Voluntary closure by academyEX, or a Course Closure Event</b>			
Any Fees paid for any remaining incomplete courses will be fully refunded	Completed courses would be graded, incompleted would show 'No record of enrolment'	Scholarships would not be requested to be repaid.	The student is able to re-enrol into another/later intake if offered. Only charged for the courses re-enrolling into.

\*The Registration Fee of \$100 is not refundable at any stage of withdrawal scenarios.

Transfer of scholarship funding to another intake may be approved on compassionate grounds through a written request to the Programme Lead and academyEX General Manager. All requests are considered on a case by case basis, and re-enrolment must be within 12 months of the request.

### Refund Entitlement Dates

These dates correspond to the timeframes referred to in the withdrawal scenarios above.

Course	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
<b>August 2023 Intake</b>				
DCLC8001	14 Aug 2023	26 Aug 2023	11 Nov 2023	11 Dec 2023
DCLC8002	08 Jan 2024	19 Jan 2024	31 Mar 2024	28 Apr 2024
<b>January 2024 Intake (Full Time)</b>				
DCLC8001	15 January 2024	22 January 2024	7 March 2024	24 March 2024
DCLC8002	25 March 2024	1 April 2024	16 May 2024	2 June 2024
<b>January 2024 Intake (Part Time)</b>				
DCLC8001	16 January 2024	23 January 2024	08 January 2024	25 January 2024
DCLC8002	26 March 2024	02 April 2024	17 May 2024	03 June 2024
<b>July 2024 Intake (Part Time)</b>				
DCLC8001	16 July 2024	26 July 2024	2 October 2024	28 October 2024
DCLC8002	11 November 2024	23 November 2024	13 December 2024	16 March 2025

## Postgraduate Certificate in Leading Change for Good [2023]

Fees Charged	Grade Awarded	Scholarship	Re-enrol into another intake
<b>If a student withdraws before the start date up to 10% of LEAD8001 course of the programme</b>			
Before start date NON-REFUNDABLE Registration Fee \$100	No record of enrolment, withdrawn from full programme.	Students can apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws after the 10% Date but within the 75% Date of the LEAD8001 course in the programme</b>			
\$1683 incl GST	Withdrawn grade for LEAD8001 No record of enrolment for LEAD8002	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Full course fees charged.
<b>If a student withdraws after the 75% Date of LEAD8001 course in the programme but before LEAD8002</b>			
\$1683 incl. GST charged	Did Not Complete for LEAD8001 No record of enrolment for LEAD8002	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws within the 10% Date or one calendar month (whichever is earlier) of the start date of the LEAD8002 course in the programme.</b>			
\$1,851.30 charged if a completely enrolled student attended any session	No record of enrolment for LEAD8002	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws after the 10% Date but within the 75% Date of the LEAD8002 course in the programme</b>			
\$3,365 charged	Withdrawn grade for LEAD8002	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student withdraws after the 75% Date of LEAD8002 course in the programme</b>			
\$3,365 charged	Did Not Complete for all uncompleted courses.	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If a student completes the programme but receives a Not Yet Competent Final Grade</b>			
\$3,365	Not Yet Competent Outcome	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake. Only charged for the courses re-enrolling into.
<b>If academyEX voluntarily ceases a Course or Courses, there is a Voluntary closure by academyEX, or a Course Closure Event</b>			
Any Fees paid for any remaining incomplete courses will be fully refunded	Completed courses would be graded, incompleted would show 'No record of enrolment'	Scholarships would not be requested to be repaid.	The student is able to re-enrol into another/later intake if offered. Only charged for the courses re-enrolling into.

\*The Registration Fee of \$100 is not refundable at any stage of withdrawal scenarios.

Transfer of scholarship funding to another intake may be approved on compassionate grounds through a written request to the Programme Lead and academyEX General Manager. All requests are considered on a case by case basis, and re-enrolment must be within 12 months of the request.

### Refund Entitlement Dates

These dates correspond to the timeframes referred to in the withdrawal scenarios above.

Course	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
<b>May 2023 Intake</b>				
LEAD8001	29 May 2023	10 June 2023	26 Aug 2023	25 Sep 2023
LEAD8002	26 Sep 2023	10 Oct 2023	09 Jan 2023	13 Feb 2024
<b>August 2023 Intake</b>				
LEAD8001	22 Aug 2023	03 Sep 2023	19 Nov 2023	19 Dec 2023
LEAD8002	10 Jan 2024	22 Jan 2024	08 Apr 2024	07 May 2024

## Digital and Collaborative Teaching and Learning Micro-credential [2024]

Fees Charged	Grade Awarded	Re-enrol into another intake
<b>If a student withdraws before the programme or 'No Show'</b>		
No fees charged	No record of enrolment, withdrawn from full programme	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws within the 10% Date from the start date of the course</b>		
10% of the total fees is charged as an admin fee (\$67.50); 90% refund	No record of enrolment, withdrawn from full programme	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws after the 10% Date but before 75% of the course duration</b>		
Full fee is charged (\$675 incl GST)	Withdrawn grade for incomplete course	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws their enrolment after 75% of course duration</b>		
Full fee is charged (\$675 incl GST)	Did Not Complete grade for incomplete course	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student completes the programme but receives a Not Yet Competent Final Grade</b>		
Full fee is charged (\$675 incl GST)	Not Yet Competent Outcome	The student is able to re-enrol into another/later intake and pay full fees.
<b>If academyEX voluntarily ceases a Course or Courses, there is a Voluntary closure by academyEX, or a Course Closure Event</b>		
Any Fees paid for any remaining incomplete courses will be fully refunded	Completed courses would be graded, incompletes would show 'No record of enrolment'	The student is able to re-enrol into another/later intake if offered. Only charged for the courses re-enrolling into.

### Refund Entitlement Dates

These dates correspond to the timeframes referred to in the withdrawal scenarios above.

Intake	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
June 2023	26 June 2023	06 Jul 2023	12 Sep 2023	08 Oct 2023
March 2024	4 March 2024	14 March 2024	21 May 2024	16 June 2024
July 2024	8 July 2024	18 July 2024	24 September 2024	20 October 2024

## Digital Skills for the Workplace Micro-credential [2024]

Fees Charged	Grade Awarded	Scholarship	Re-enrol into another intake
<b>If a student withdraws within or anytime before the 10% Date (whichever is earlier) of the start date of the micro-credential.</b>			
\$0.00 charged if a completely enrolled student attended any session.	No record of enrolment, withdrawn from micro-credential	Students can apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws on or after the 10% Date but within the 75% Date of the programme</b>			
	Withdrawn grade for micro- credential	Students cannot apply for another scholarship.	If the student wishes to enrol another/later intake, full fee \$295 applies.
<b>If a student withdraws after the 75% Date of the programme</b>			
	Did Not Complete grade for micro-credential	Students cannot apply for another scholarship.	If the student wishes to re-enrol another/later intake. Full fee \$295 applies for future enrolment.
<b>If a student completes the programme but receives a Not Yet Competent final grade.</b>			
	Not Yet Competent grade for micro-credential	Can not apply for the scholarship again	The student is able to re-enrol into another/later intake. Full fee \$295 applies for future enrolment.
<b>If academyEX voluntarily ceases a Course or Courses, there is a Voluntary closure by academyEX, or a Course Closure Event</b>			
Any Fees paid for any remaining incomplete courses will be fully refunded	Completed courses would be graded, incomplete would show 'No record of enrolment'	Scholarships would not be requested to be repaid.	The student is able to re-enrol into another/later intake if offered. Only charged for the courses re-enrolling into. Can apply for a scholarship again.

Transfer of scholarship funding to another intake may be approved on compassionate grounds through a written request to the Programme Lead and academyEX General Manager. All requests are considered on a case by case basis, and re-enrolment must be within 12 months of the request.

## Refund Entitlement Dates

These dates correspond to the timeframes referred to in the withdrawal scenarios above.

Intake	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
January 2024	30 January 2024	4 February 2024	6 March 2024	18 March 2024
March 2024	19 March 2024	24 March 2024	24 April 2024	6 May 2024
May 2024	7 May 2024	12 May 2024	12 June 2024	24 June 2024
June 2024	25 June 2024	30 June 2024	31 July 2024	12 August 2024
July 2024	23 July 2024	28 July 2024	28 August 2024	9 September 2024
September 2024	17 September 2024	22 September 2024	23 October 2024	4 November 2024
November 2024	29 October 2024	3 November 2024	4 December 2024	16 December 2024

## Disruptive Technologies Micro-credential [2023 and 2024]

Fees Charged	Grade Awarded	Scholarship	Re-enrol into another intake
<b>If a student withdraws before the programme or 'No Show'</b>			
No fees charged	No record of enrolment, withdrawn from full programme	Students can apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws within the 10% Date from the start date of the course</b>			
10% of the total fees is charged as an admin fee (\$45.00); 90% refund	No record of enrolment, withdrawn from full programme	Students cannot normally apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws after the 10% Date but before 75% of the course duration</b>			
Full fee is charged (\$450 incl GST)	Withdrawn grade for incomplete course	Students cannot normally apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws their enrolment after 75% of course duration</b>			
Full fee is charged (\$450 incl GST)	Did Not Complete grade for incomplete course	Students cannot normally apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student completes the programme but receives a Not Yet Competent Final Grade</b>			
Full fee is charged (\$450 incl GST)	Not Yet Competent Outcome	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If academyEX voluntarily ceases a Course or Courses, there is a Voluntary closure by academyEX, or a Course Closure Event</b>			
Any Fees paid for any remaining incomplete courses will be fully refunded	Completed courses would be graded, incompletes would show 'No record of enrolment'	Scholarships would not be requested to be repaid.	The student is able to re-enrol into another/later intake if offered. Only charged for the courses re-enrolling into.

Transfer of scholarship funding to another intake may be approved on compassionate grounds through a written request to the Programme Lead and academyEX General Manager. All requests are considered on a case by case basis, and re-enrolment must be within 12 months of the request.

## Refund Entitlement Dates

These dates correspond to the timeframes referred to in the withdrawal scenarios above.

Intake	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
September 2023	11 Sep 2023	18 Sep 2023	02 Nov 2023	19 Nov 2023
March 2024	18 March 2024	25 March 2024	9 May 2024	26 May 2024
July 2024	8 July 2024	15 July 2024	29 August 2024	15 September 2024

October 2024	7 October 2024	14 October 2024	28 November 2024	15 December 2024
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## Entrepreneurship Micro-credential [2023 and 2024]

Fees Charged	Grade Awarded	Scholarship	Re-enrol into another intake
<b>If a student withdraws before the programme or 'No Show'</b>			
No fees charged	No record of enrolment, withdrawn from full programme	Students can apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws within the 10% Date from the start date of the course</b>			
10% of the total fees is charged as an admin fee (\$45.00); 90% refund	No record of enrolment, withdrawn from full programme	Students cannot normally apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws after the 10% Date but before 75% of the course duration</b>			
Full fee is charged (\$450 incl GST)	Withdrawn grade for incomplete course	Students cannot normally apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws their enrolment after 75% of course duration</b>			
Full fee is charged (\$450 incl GST)	Did Not Complete grade for incomplete course	Students cannot normally apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student completes the programme but receives a Not Yet Competent Final Grade</b>			
Full fee is charged (\$450 incl GST)	Not Yet Competent Outcome	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If academyEX voluntarily ceases a Course or Courses, there is a Voluntary closure by academyEX, or a Course Closure Event</b>			
Any Fees paid for any remaining incomplete courses will be fully refunded	Completed courses would be graded, incompletes would show 'No record of enrolment'	Scholarships would not be requested to be repaid.	The student is able to re-enrol into another/later intake if offered. Only charged for the courses re-enrolling into.

Transfer of scholarship funding to another intake may be approved on compassionate grounds through a written request to the Programme Lead and academyEX General Manager. All requests are considered on a case by case basis, and re-enrolment must be within 12 months of the request.

## Refund Entitlement Dates

These dates correspond to the timeframes referred to in the withdrawal scenarios above.

Intake	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
September 2023	13 Sep 2023	20 Sep 2023	05 Nov 2023	22 Nov 2023
March 2024	18 March 2024	25 March 2024	9 May 2024	26 May 2024

July 2024	8 July 2024	15 July 2024	29 August 2024	15 September 2024
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## Internet of Things for Sustainability Micro-credential [2023 and 2024]

Fees Charged	Grade Awarded	Scholarship	Re-enrol into another intake
<b>If a student withdraws before the programme or 'No Show'</b>			
No fees charged	No record of enrolment, withdrawn from full programme	Students can apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws within the 10% Date from the start date of the course</b>			
10% of the total fees is charged as an admin fee (\$45.00); 90% refund	No record of enrolment, withdrawn from full programme	Students cannot normally apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws after the 10% Date but before 75% of the course duration</b>			
Full fee is charged (\$450 incl GST)	Withdrawn grade for incomplete course	Students cannot normally apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws their enrolment after 75% of course duration</b>			
Full fee is charged (\$450 incl GST)	Did Not Complete grade for incomplete course	Students cannot normally apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student completes the programme but receives a Not Yet Competent Final Grade</b>			
Full fee is charged (\$450 incl GST)	Not Yet Competent Outcome	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If academyEX voluntarily ceases a Course or Courses, there is a Voluntary closure by academyEX, or a Course Closure Event</b>			
Any Fees paid for any remaining incomplete courses will be fully refunded	Completed courses would be graded, incompletes would show 'No record of enrolment'	Scholarships would not be requested to be repaid.	The student is able to re-enrol into another/later intake if offered. Only charged for the courses re-enrolling into.

Transfer of scholarship funding to another intake may be approved on compassionate grounds through a written request to the Programme Lead and academyEX General Manager. All requests are considered on a case by case basis, and re-enrolment must be within 12 months of the request.

### Refund Entitlement Dates

These dates correspond to the timeframes referred to in the withdrawal scenarios above.

Intake	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
September 2023	11 Sep 2023	18 Sep 2023	02 Nov 2023	19 Nov 2023
March 2024	18 March 2024	25 March 2024	9 May 2024	26 May 2024
July 2024	8 July 2024	15 July 2024	29 August 2024	15 September 2024

## Leading Beyond Sustainability Micro-credential [2024]

Fees Charged	Grade Awarded	Scholarship	Re-enrol into another intake
<b>If a student withdraws before the programme or 'No Show'</b>			
No fees charged	No record of enrolment, withdrawn from full programme	Students can apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws within the 10% Date from the start date of the course</b>			
10% of the total fees is charged as an admin fee (\$36.00); 90% refund	No record of enrolment, withdrawn from full programme	Students cannot normally apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws after the 10% Date but before 75% of the course duration</b>			
Full fee is charged (\$360 incl GST)	Withdrawn grade for incomplete course	Students cannot normally apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws their enrolment after 75% of course duration</b>			
Full fee is charged (\$360 incl GST)	Did Not Complete grade for incomplete course	Students cannot normally apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student completes the programme but receives a Not Yet Competent Final Grade</b>			
Full fee is charged (\$360 incl GST)	Not Yet Competent Outcome	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If academyEX voluntarily ceases a Course or Courses, there is a Voluntary closure by academyEX, or a Course Closure Event</b>			
Any Fees paid for any remaining incomplete courses will be fully refunded	Completed courses would be graded, incompletes would show 'No record of enrolment'	Scholarships would not be requested to be repaid.	The student is able to re-enrol into another/later intake if offered. Only charged for the courses re-enrolling into.

## Refund Entitlement Dates

These dates correspond to the timeframes referred to in the withdrawal scenarios above.

Intake	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
September 2023	04 Sep 2023	10 Sep 2023	15 Oct 2023	29 Oct 2023
March 2024	18 March 2024	24 March 2024	28 April 2024	12 May 2024
July 2024	8 July 2024	14 July 2024	18 August 2024	1 September 2024

## Understanding Software Development Processes and Tools Micro-credential [2023]

Fees Charged	Grade Awarded	Scholarship	Re-enrol into another intake
<b>If a student withdraws before the programme or 'No Show'</b>			
No fees charged	No record of enrolment, withdrawn from full programme	Students can apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws within the 10% Date from the start date of the course</b>			
10% of the total fees is charged as an admin fee (\$45.00); 90% refund	No record of enrolment, withdrawn from full programme	Students cannot normally apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws after the 10% Date but before 75% of the course duration</b>			
Full fee is charged (\$450 incl GST)	Withdrawn grade for incomplete course	Students cannot normally apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws their enrolment after 75% of course duration</b>			
Full fee is charged (\$450 incl GST)	Did Not Complete grade for incomplete course	Students cannot normally apply for a scholarship again.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student completes the programme but receives a Not Yet Competent Final Grade</b>			
Full fee is charged (\$450 incl GST)	Not Yet Competent Outcome	Students cannot apply for another scholarship.	The student is able to re-enrol into another/later intake and pay full fees.
<b>If academyEX voluntarily ceases a Course or Courses, there is a Voluntary closure by academyEX, or a Course Closure Event</b>			
Any Fees paid for any remaining incomplete courses will be fully refunded	Completed courses would be graded, incompletes would show 'No record of enrolment'	Scholarships would not be requested to be repaid.	The student is able to re-enrol into another/later intake if offered. Only charged for the courses re-enrolling into.

Transfer of scholarship funding to another intake may be approved on compassionate grounds through a written request to the Programme Lead and academyEX General Manager. All requests are considered on a case by case basis, and re-enrolment must be within 12 months of the request.

## Understanding Software Development Processes and Tools Micro-credential [2024]

Fees Charged	Grade Awarded	Re-enrol into another intake
<b>If a student withdraws before the programme or 'No Show'</b>		
No fees charged	No record of enrolment, withdrawn from full programme	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws within the 10% Date from the start date of the course</b>		
10% of the total fees is charged as an admin fee (\$67.50); 90% refund	No record of enrolment, withdrawn from full programme	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws after the 10% Date but before 75% of the course duration</b>		
Full fee is charged (\$675 incl GST)	Withdrawn grade for incomplete course	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws their enrolment after 75% of course duration</b>		
Full fee is charged (\$675 incl GST)	Did Not Complete grade for incomplete course	The student is able to re-enrol into another/later intake and pay full fees.
<b>If a student completes the programme but receives a Not Yet Competent Final Grade</b>		
Full fee is charged (\$675 incl GST)	Not Yet Competent Outcome	The student is able to re-enrol into another/later intake and pay full fees.
<b>If academyEX voluntarily ceases a Course or Courses, there is a Voluntary closure by academyEX, or a Course Closure Event</b>		
Any Fees paid for any remaining incomplete courses will be fully refunded	Completed courses would be graded, incomplete would show 'No record of enrolment'	The student is able to re-enrol into another/later intake if offered. Only charged for the courses re-enrolling into.

Transfer of scholarship funding to another intake may be approved on compassionate grounds through a written request to the Programme Lead and academyEX General Manager. All requests are considered on a case by case basis, and re-enrolment must be within 12 months of the request.

### Refund Entitlement Dates

These dates correspond to the timeframes referred to in the withdrawal scenarios above.

Intake	Course Start Date	10% Cut off Date	75% Cut off Date	Course End Date
July 2023	17 July 2023	27 July 2023	03 Oct 2023	29 Oct 2023
March 2024	4 March 2024	14 March 2024	21 May 2024	16 June 2024
July 2024	8 July 2024	18 July 2024	24 September 2024	20 October 2024

## Withdrawal Scenarios for International Enrolments

This table outlines the withdrawal scenarios for international students studying with academyEX.

Specific withdrawal scenarios and refund entitlements are outlined in the Terms and Conditions of the Enrolment Contract signed when you completed your enrolment with academyEX.

Please contact [enrol@academyex.com](mailto:enrol@academyex.com) if you have any questions regarding withdrawal.

Fees Charged	Grade Awarded	Re-enrol into another intake
<b>If a student withdraws before the programme or 'No Show'</b>		
No fees charged	No record of enrolment, withdrawn from full programme	Pending visa conditions, the student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws within the 10% Date from the start date of the course</b>		
10% of the total fee is charged as an admin fee; 90% refund	No record of enrolment, withdrawn from full programme	Pending visa conditions, the student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws after the 10% Date but before 75% of the course duration</b>		
Full fee is charged	Withdrawn grade for incomplete course	Pending visa conditions, the student is able to re-enrol into another/later intake and pay full fees.
<b>If a student withdraws their enrolment after 75% of course duration</b>		
Full fee is charged	Did Not Complete grade for incomplete course	Pending visa conditions, the student is able to re-enrol into another/later intake and pay full fees.
<b>If a student completes the programme but receives a Not Yet Competent Final Grade</b>		
Full fee is charged	Not Yet Competent Outcome	Pending visa conditions, the student is able to re-enrol into another/later intake and pay full fees.
<b>If academyEX voluntarily ceases a Course or Courses, there is a Voluntary closure by academyEX, or a Course Closure Event</b>		
Any Fees paid for any remaining incomplete courses will be fully refunded	Completed courses would be graded, incompletes would show 'No record of enrolment'	Pending visa conditions, the student is able to re-enrol into another/later intake if offered. Only charged for the courses re-enrolling into.

**Notes** (as outlined in [academyEX International Student Policy](#)):

- Refund entitlement dates are the same as presented above in withdrawal scenarios for domestic enrolments.
- Any tuition fee refunds are payable only in accordance with the refund policy set out in the Enrolment Contract.
  - International applicants who have paid fees but are not granted a visa by Immigration New Zealand will receive a full refund of fees, less a \$500 application fee. Clause 2a. is applicable when a student withdraws because they have not been able to obtain a study visa; or voluntary withdrawal by a student.
  - International students who withdraw their application or enrolment before the start date of the programme will receive a refund of tuition fees paid, less an application fee of \$500.
  - International students who withdraw their application between the start dates of their programme up until the end of the 10th working day, will receive a refund of paid tuition fees less an administration fee of 20% of fees paid.

Clause 2c is applicable when a student voluntarily withdraws, or academyEX has to initiate a withdrawal as per Section 3 of this policy, or the academyEX Admission, Enrolment, Withdrawal and Exclusion Policy and Procedures.

- d. International students who withdraw their application from the 11th working day of their programme will not receive a refund of any courses that they have started.

Clause 2d. is applicable when a student voluntarily withdraws or academyEX has to initiate a withdrawal as per Section 3 of this policy, or the academyEX Admission, Enrolment, Withdrawal and Exclusion Policy and Procedures.

- 3. Fee reimbursements in the following situations will comply with the NZQA Student Fee Protection Rules 2021 as indicated in the [academyEX Student Fee Protection Policy](#).
  - a. AcademyEX as a signatory ceases to provide a programme of study as contracted with a student
  - b. AcademyEX ceases to be a signatory to the The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021
  - c. AcademyEX ceases to be a tertiary education provider.
  - d. Approved refunds will only be made to the country or account the funds were received from.