

## Refund of Fees and Charges Table (Domestic Students)

### 1.0 Standard Withdrawals

- 1.1 The effective date of withdrawal will be the date on which the Institute receives written advice not the students last day of attendance.
- 1.2 Withdrawal from all courses of study at Ara requires the return of any Ara materials on loan or hire including an Ara ID Card and any relevant class texts, workbooks or equipment.

<i>Consideration for Refund</i>	<i>Documents to be submitted by student</i>	<i>Refund amount (Tuition fees)</i>
Student withdrawing >7 days prior to the course start date.	Completed Enrolment amendment form or Written request to withdraw (email <a href="mailto:enrolmentsupport@ara.ac.nz">enrolmentsupport@ara.ac.nz</a> )	Full refund
Student withdrawing <7 days prior to the course start date.	Completed Enrolment amendment form or Written request to withdraw (email <a href="mailto:enrolmentsupport@ara.ac.nz">enrolmentsupport@ara.ac.nz</a> )	Full refund minus \$10 administration fee
Student withdrawing after start date but prior to last withdrawal date	Completed Enrolment amendment form or Written request to withdraw (email <a href="mailto:enrolmentsupport@ara.ac.nz">enrolmentsupport@ara.ac.nz</a> )	Full refund minus \$40 admin fee
Student withdrawing after the last withdrawal date	Completed Enrolment amendment form or Written request to withdraw (email <a href="mailto:enrolmentsupport@ara.ac.nz">enrolmentsupport@ara.ac.nz</a> )	No refund
Cancellation of Enrolment by Ara		No refund