

NSW Distance Education - single course access

Applies to all commencing and continuing single-course distance education enrolments for students who are not currently enrolled full-time in a NSW public school but are enrolled in a registered and accredited school.

This includes the timeframe for student withdrawals and partial refunds.

Key information

Census Date: The final date by which a student may withdraw from a course and remain eligible for a refund. This aligns with 4 weeks after each course commencement date.

Management Fee: There is no fee for instruction in NSW Public Schools, including distance education. A course management fee applies to students who are not enrolled full-time in a NSW public school but are enrolled in a registered and accredited school. This fee is charged by the distance education school once a year for each course.

Fee structure

Schools are invoiced:

- \$340.00 for each student for each course for Years 9-10.
- \$800.00 for each student for each course in Years 11-12.

Enrolment confirmation

- Full payment of the applicable fee is required before enrolment is finalised.
- Students may not receive course resources or instruction until payment is received.

Census dates apply to all enrolments

The final date by which a student may withdraw from a course and remain eligible for a refund.

Year level	Census date
Stage 5: Years 9-10	Friday, Week 4 Term 1
Stage 6: Year 11	Friday, Week 4 Term 1 (*for compressed courses: 4 weeks after the course commencement date)
Stage 6: Year 12	Friday, Week 4 Term 4 (*for compressed courses: 4 weeks after the course commencement date)

Refund eligibility

- A 50% refund is available if withdrawal occurs on or before the census date.
- Refunds will not be issued for withdrawals after the census date.
- Enrolments received after the census date will not be eligible for refunds.
- Extraordinary and/or extenuating circumstances may be considered by distance education schools on a case-by-case basis.

Refund process

- Eligible refunds will be expected to be processed within 30 days of course withdrawal.
- Refunds will be paid:
 - to the school from whom the original payment was received
 - wherever possible, by the original account and payment method.