

Student Name			
Address			
Course			
Student Id		Course Start Date	

I wish to apply for a refund for my tuition fees paid for course described above. My reasons for applying for a refund are herein below. I also understand that Application Fee is non-refundable.

Please tick relevant Box	Circumstances	
<input type="checkbox"/>	Visa refused prior to course commencement	100% refund of tuition fees
<input type="checkbox"/>	Student Default: withdraw from the course after fees have been paid but before commencement	100% refund of tuition fees
<input type="checkbox"/>	Withdrawals notified in writing and received by the college on the commencement date or after the study period(term) commences	Refund of unused Tuition fee less an administration fee of \$250. **
<input type="checkbox"/>	Student breach of visa conditions, and suspension or cancellation of enrolment by the college	No refund of current study period (term) Tuition fees paid.
<input type="checkbox"/>	Provider Default <ul style="list-style-type: none"> no alternative course offered by the Provider and accepted by the Student the course is not provided fully because the Provider has a sanction imposed by the Government Regulator 	Refund Amount = Unspent Pre-paid Tuition Fee
<input type="checkbox"/>	Provider Default <ul style="list-style-type: none"> unable to deliver course in full 	Refund of all the tuition fees and material fees
<input type="checkbox"/>	Provider Default <ul style="list-style-type: none"> Provider fails to commence the course on the agreed commencement date 	Refund Amount = Unspent Pre-paid Tuition Fee. Prepaid tuition fee may be transferred to an alternative enrolment where the student agrees

**Students may have extenuating circumstances that prevent them from attending scheduled course dates that may include, but not limited to illness, family or personal matters or other reasons that are out of ordinary. Where evidence can be successfully provided to support the students' circumstances, course fees may either be transferred to the next available Course where applicable or a refund of unspent tuition fee will be issued. The decision of assessing the extenuating circumstances rests with the CEO and shall be assessed case by case.*

Student's Bank Details: -

Account Name: _____ **BSB:** _____

Swift Code: _____ **Account No:** _____

Bank Name and Address:

Student Signature: _____ **Date:**

For Office Use Only

Refund Granted

Refund Not Granted

Amount of Refund: _____

Recommending approval:

Processed by Accounts

Final Approval:

Administration Coordinator:

Account Officer:

Principal Executive Officer: