Refund Request Form

Student Name ___________________________ Student Number ___________________________ Current Date ___________________________
Address: ___________________________ Phone: ___________________________

For the Student Who is Requesting Refund
Please give the reason for your request for refund (note: see Refund Agreement for acceptable reasons).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

You must provide evidence for your claim i.e. for visa rejection, proof of rejection must be attached).

“All information provided by me above, plus all supporting documentation, is accurate and true.”

I have read and understood the Refund Agreement for International Students attached hereto.

Student Signature ___________________________

For Staff receiving the Application
All questions below must be answered with regard to acceptable evidence, before refund application is received.
If at any point an answer to a question indicates ineligibility, staff may refuse the application.

1. Where the applicant has withdrawn from the Course, has the Application been received at least 20 days prior to Course Commencement?
   ■ Yes, or ■ Not Applicable ■ No (Ineligible on this grounds)

2. Has the College cancelled the Student’s Course?
   ■ Yes, or ■ Not Applicable ■ No (Ineligible on this grounds)

3. Has the College postponed the Student’s Course more than 4 weeks?
   ■ Yes, or ■ Not Applicable ■ No (Ineligible on this grounds)

4. Has Department of Immigration and Citizenship (DIAC) rejected the Student’s Visa Application?
   ■ Yes (evidence MUST be provided) ■ No (Ineligible on this grounds)

5. Has the Student been reported as a result of study at a previous institution?
   ■ No (evidence MUST be provided) ■ Yes (Ineligible on this grounds)

6. Has the Student’s visa been cancelled for breaching their visa conditions?
   ■ No (evidence MUST be provided) ■ Yes (Ineligible on this grounds)

7. Does the Student have circumstances unforeseen and beyond their control?
   (such circumstances include but are not limited to natural disasters, wars, riots, civil strikes or Acts of Government, other exceptional circumstances beyond the control of the student e.g. bereavement)
   ■ Yes (evidence MUST be provided) ■ Evidence to be provided by______/______/______ ■ No (Ineligible on this grounds)

Note: For any further evidence submitted in support of this application, the new date of this application will become the date on which the evidence was submitted, provided it is within the original 28 day time-frame.

Receiving Staff’s Name ___________________________ Receiving Staff’s Position ___________________________ Receiving Staff’s Signature ___________________________