



Application For Refund

Student Number _____ Date _____
 Course _____ Course Start Date _____
 Full Name _____ Date of Birth _____
 Address _____

wish to apply for a refund for my tuition fees paid for course described above.

MY REASON FOR APPLYING FOR A REFUND IS:

Student Default Circumstances		Calculation of Refund
<input type="checkbox"/>	Student fails to start a course due to visa refusal (before course commencement)	ANC will retain on the account of administrative cost: either 5% of the course fees (Tuition fees + Non-tuition fees) received by ANC in respect of the student; or \$500; whichever is less.
<input type="checkbox"/>	Student's visa refused after he/she has already commenced the course	ANC will retain weekly tuition fees for part of the course that has already been delivered to the student before the day student's visa got refused; Non-tuition fees are non-refundable.
<input type="checkbox"/>	Student's withdrawal in at least 10 weeks prior to agreed start date	ANC will retain on the account of administrative cost: 10% of the semester fees received by ANC in respect of the student. Non-tuition fees are non-refundable.
<input type="checkbox"/>	Student's withdrawal in at least 4 weeks prior to agreed start date	ANC will retain on the account of administrative cost: 50% of the semester fees received by ANC in respect of the student. Non-tuition fees are non-refundable.
<input type="checkbox"/>	Student's withdrawal in less than 4 weeks but 2 weeks prior to agreed start date	ANC will retain on the account of administrative cost: 75% of the semester fees received by ANC in respect of the student. Non-tuition fees are non-refundable.
<input type="checkbox"/>	Student's withdrawal in less than 2 weeks prior to course start date	ANC will retain tuition fees for the whole duration of that semester. Non-tuition fees are non-refundable.
<input type="checkbox"/>	Student's withdrawal after he/she has already commenced the course but 2 weeks prior to beginning of their next semester.	ANC will retain tuition fees for the student's current semester and refund any pre-paid tuition fees for their next semester. Non-tuition fees are non-refundable.
<input type="checkbox"/>	Student's visa cancelled due to student actions / Student withdraws from the course without notification	ANC will retain tuition fees for the student's current semester and refund any pre-paid tuition fees for their next semester. Non-tuition fees are non-refundable.
Provider Default Circumstances		Calculation of Refund
<input type="checkbox"/>	ANC is unable to provide the course for which the original offer was made	ANC will fully refund the course fees (Tuition fees + Non-tuition fees) received by ANC in respect of the student.
<input type="checkbox"/>	Course withdrawn by ANC	ANC will fully refund the course fees (Tuition fees + Non-tuition fees) received by ANC in respect of the student.

Definition:

Course fees	The total amount of fees including pre-paid tuition fees and non-tuition fees.
Weekly tuition fees	A daily tuition fee is calculated outcome of total tuition fees for the course divided by number of calendar days in the course. Then, to get weekly tuition fees simply multiply the outcome by 7.
Non-tuition fees	Enrolment fee; Fees to cover text books or uniforms, which student use while they study the course.
Semester fees	A Semester is study period comprised of 18 to 20 weeks of teaching. Tuition fees are charged in full for each semester and must be paid according to the Enrolment Acceptance Agreement.

Note: 1. Please refer to OSHC provider for refunds regarding your Compulsory Health Insurance (Student Visa Holders only).

Bank Details BSB _____ Account Number _____
 SWIFT CODE _____ IBAN _____
 Account Name _____

Signature _____ Date _____