



**STUDENT REFUND APPLICATION FORM**

**STUDENT PERSONAL DETAIL (PLEASE PRINT)**

**Full Name:** \_\_\_\_\_ **Student No:** \_\_\_\_\_

**Class No:** \_\_\_\_\_

**Course Enrolled:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Reasons for Refund (please tick where appropriate)**

- Failure to obtain Student Visa (please provide documentary evidence)
- Change of course (please specify and provide documentary evidence)
- Others (please specify and provide documentary evidence)


**Refund Requested**

NOTE: Refund will be paid only to the student that has made the application. Refund will not be paid to any third party or representative of the student unless there is sufficient documentary evidence that there is a direct relationship with student. (Clause 3.8 - MITP10 Refund Policy)

**Direct Credit (within Australia)**

- Account Holder Name: \_\_\_\_\_
- Name of Bank: \_\_\_\_\_
- BSB No. (in Australia): \_\_\_\_\_
- Account No.: \_\_\_\_\_

**By Cheque (within Australia only)**

- Account Name: \_\_\_\_\_

**Telegraphic Transfer (Oversea)**

- Bank Name: \_\_\_\_\_
- Bank Address: \_\_\_\_\_
- Bank Branch: \_\_\_\_\_
- Account Holder Name: \_\_\_\_\_
- Account No: \_\_\_\_\_
- Swift Code: \_\_\_\_\_
- IFSC Code (for India only) \_\_\_\_\_



**Outline of Refund Policy - Please refer to MITP10 - Refund Policy for the full details.**

Fee Refund Category	Fee Refund Conditions	Refund Applicable
Provider Default (non delivery of the course by the Institute) (international students)	In cases of Provider default (where the Institute defaults on its obligations as laid out in Part 3, Division 2, Section 27 of the ESOS Act). This includes: - The course does not start on the agreed starting date. - The course stops being provided after it starts and before it is completed. - Where the course is not provided in full to the student because a sanction has been imposed on the Institute	Course fees (including application fee) will be paid to the student within 14 days.  The Institute may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the student as an alternative to refunding course money. Where the student agrees to this arrangement, the Institute will not be liable to refund the money owed for the original enrolment.
Visa refusal for prospective offshore student (international students)	- Student is not granted a student visa from Australian High Commission/Australian Embassy/Department of Immigration & Citizenship (DIAC) even after the COE start date has passed and - Provides documentary evidence of visa refusal	Fees paid by the student (minus the Application Fee (\$150), OSHC if already applied for, administration fee (\$100)) will be refunded to the student within 28 days.
Visa refusal for prospective onshore student (international students)	- Student is not granted a student visa from Australian High Commission/Australian Embassy/Department of Immigration & Citizenship (DIAC) and - Provides documentary evidence of visa refusal - Student's CoE start date has not passed	Fees paid by the student (minus the Application Fee (\$150), OSHC if already applied for, administration fee (\$100)) will be refunded to the student within 28 days.
Based on student application (International students)	Application for refund more than 12 weeks before the agreed start date as stated in the Letter of Offer.	Full refund of total fees paid by student minus Application Fee (\$150), OSHC if already applied for and Administration Fee (\$100)
	Application for refund between 8 to 12 weeks before the agreed start date as stated in the Letter of Offer.	75% refund of total fees paid by student minus Application Fee (\$150), OSHC if already applied for and Administration Fee (\$100)
	Application for refund between than 4 to 8 weeks before the agreed start date as stated in the Letter of Offer.	50% refund of total fees paid by student minus Application Fee (\$150), OSHC if already applied for and Administration Fee (\$100)
	Application for refund less than 4 weeks before the agreed start date as stated in the Letter of Offer.	25% refund of total fees paid by student minus Application Fee (\$150), OSHC if already applied for and Administration Fee (\$100)
	Application for refund on or after the course start date as stated on CoE and LOO	No refund
Provider Default (non delivery of the course by the Institute) (domestic students)	Where the Institute cancels a course, a full refund including enrolment fee will be offered. The Institute will make every effort to reschedule the course and offer an alternative place to the student. The student is not obliged to accept alternative offers and may seek a full refund instead.	
Based on student application (domestic students)	Application for refund prior to the course commencement date as stated on the LOO	Full refund of total fees paid by student minus Application Fee (\$150).
	Application for refund within 2 weeks of the course commencement date as stated on the LOO	Full refund of total fees paid by student minus Application Fee (\$150).
	Application for refund after 2 weeks of the course commencement date as stated on the LOO	No refund

**DECLARATION**

*I understand that the application will be assessed for eligibility for refund according to Refund Policy (MITP10). I acknowledge that I have read and understood the Refund Policy (MITP10)*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

- Admissions (for visa refusal) - verified that visa has been refused on PRISMS (include printout of PRISMS/VEVO/COE event change report) by \_\_\_\_\_ on \_\_\_\_\_
- Student Service – Cancellation / Withdrawal process completed by \_\_\_\_\_ on \_\_\_\_\_
- Finance Dept. - Verify the correctness of Bank Account details by \_\_\_\_\_ on \_\_\_\_\_
- Finance Dept. - Check the amount to be refunded (commission, OSHC, App Fee, Admin Fee, Date of Application) by \_\_\_\_\_ on \_\_\_\_\_
- Finance Dept. – A letter for refund application completed by \_\_\_\_\_ on \_\_\_\_\_
- P.E.O. – Refund was approved and the transaction completed by P.E.O. on \_\_\_\_\_
- Finance Dept. – follow the File Closing process MFA04B by \_\_\_\_\_ on \_\_\_\_\_