

Refund Application Form

Applicants Details			
Student Number (if applicable)			
Preferred Title (Mr, Mrs, Ms, Miss)			
Surname			
First Name/s			
Any other name used		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address			Postcode
Postal Address if different from above			Postcode
Home Tel. No		Business/Mobile	
Email Address		Date of Birth	
Course Title		Course Code	

St Peter Institute's refund arrangements are as follows:

Tick Box	Reason for asking Refund	Refund protocols in place
	Registration/Enrolment Fees of AUD \$200	No refund of Registration/Enrolment fee of AUD \$200 will be done
	Visa refused prior to commencement (off-shore students)	Full refund of course fees less AUD\$ 200 (Registration/ Enrolment fee)
	Visa extension refused/ Visa cancelled due to actions of the student (before course commences – on-shore students)	Full refund of course fees less AUD\$ 200 (Registration/ Enrolment fee)
	Visa extension refused/ Visa cancelled due to actions of the student (after course commences – on-shore students)	Refund will be calculated as per refund amount calculator# and there will be no refund on any non-tuition fees paid
	Withdrawal at least 60 days or more prior to course commencement date	Full refund of course fees less AUD\$200 (Registration/Enrolment fee)
	Withdrawal less than 60 days but more than 28 days of prior to agreed start date of the initial enrolled course as indicated on the current Letter of Offer	50 % of fee deposit refunded Registration/Enrolment fees won't be refunded

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	Withdrawal less than 28 days of prior to agreed start date of the initial enrolled course as indicated on the current Letter of Offer	No refund of deposit or Registration/Enrolment fees
	Withdrawal after course commencement (with confirmed extenuating circumstances)**	Refund of unused Tuition Fees Refund will be calculated as per refund amount calculator# and there will be no refund on any non-tuition fees paid
	College is unable to provide the course for which the original offer was made before commencement (Provider default)	Full refund of course fees
	Course withdrawn by the College after commencement (Provider default)	Calculation as per Refund amount calculator# (Default period of Provider taken in count)
	Residency status change from International to Permanent resident (Provide application along with proof of visa status changes with copies from passport)	Fee status will change from next study period (If status is changed after the start of any study period)
	Airport pick-up	No refund
	Home stay fees and accommodation booking fee	No refund
	OSHC Refund Policy (Calculation of refund will be done as per the policy provider)	If SPI has organized the OSHC, we will refund the OSHC directly to the student under following conditions: Student request to cancel OSHC Student Visa Rejected Change of OSHC provider

Tick Box	Refund Reason	Type of Refund
	Airport pick-up	No refund
	Home stay fees and accommodation booking fee	No refund
	OSHC Refund Policy (Calculation of refund will be done as per the policy provider)	If SPI has organised the OSHC, we will refund the OSHC directly to the student under following conditions: <ul style="list-style-type: none"> • Student request to cancel OSHC • Student Visa Rejected • Change of OSHC provider

Refund Calculator (ESOS Calculation of refund specifications 2014)

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Source: [https://aei.gov.au/Regulatory-Information/Documents/Fact%20Sheet%20ESOS%20refund%20specification%2040714%20\(2\).pdf](https://aei.gov.au/Regulatory-Information/Documents/Fact%20Sheet%20ESOS%20refund%20specification%2040714%20(2).pdf)

Weekly Tuition Fees	Total tuition fees for the course/number of calendar days in the course
Weeks in default period	7
Refund amount	Number of calendar days from the default day to the end of the period to which the payment relates 7
Course Fees	Weekly tuition fees X Weeks in default period Sum of Tuition and Non Tuition fees

*Student must advise St Peter Institute of visa refusal. Student must apply to cancel their enrolment prior to course commencement and apply for refund.

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

Please note:

- Where the student breaches St. Peter Institute's Policies and Procedures no refund is payable.
- Where a student withdraws from the course without extenuating circumstances only a partial refund is payable.

Bank Details of the student:

Account Name:	
BSB	
Account Number:	

Applicant Signature: _____

Date: _____

Refund Application Form

Administration Use Only

- | | | |
|---|------------------------------|-----------------------------|
| 1. Refund Application processed? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Refund Granted? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Refund Paid and enrolment cancelled | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Default notification provided to TPS as required | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Comments: _____

Signature & Date: _____