

## Refund Application Form

### APPLICANT DETAILS

First Name	<input type="text"/>	Last Name	<input type="text"/>
Date of Birth	<input type="text"/>	Student ID Number (if applicable)	<input type="text"/>
Address	<input type="text"/>		
E-mail	<input type="text"/>	Phone	<input type="text"/>

### ST PETER INSTITUTE'S REFUND ARRANGEMENT ARE AS FOLLOWS:

Tick Box	Reason for asking Refund	Refund protocols in place
<input type="checkbox"/>	Registration Fee, Administration Fee and any other non-tuition fees	No refund of Registration Fee, Administration Fee and any other non-tuition fees
<input type="checkbox"/>	Visa refused prior to commencement, Visa extension refused or Visa cancelled due to actions of the student (off-shore & on-shore students)	<p><b>Student must apply for cancellation of the course/s prior to the commencement and submit visa refusal letter:</b>                      5% of the tuition fees initially paid or \$500 (whichever is lower) will be deducted from the total tuition fees paid against the application processing fees. Remaining tuition fees will be refunded back. Registration Fee, Administration Fee and any other non-tuition fees won't be refunded.</p> <p>Please note that the visa refused due to fraudulent documents or student withheld/hides the information of prior visa refusal from college or immigration, no refund will be granted to the student.</p> <p><b>In case, Student apply for cancellation of the course/s after the commencement and submit visa refusal letter:</b>                      If student applies for cancellation after the course commencement, then refund will be calculated as per refund amount calculator# and there will</p>
<input type="checkbox"/>	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#. In addition to it 5% of the tuition fees initially paid or \$500 (whichever is lower) will be deducted from the total tuition fees paid against the application processing fees and there will be no refund on any non-tuition fees paid. Please note that the visa refused due to fraudulent documents or student withheld/hides the information of prior visa refusal from college or immigration, no refund will be granted to the student.
<input type="checkbox"/>	Withdrawal at least 60 days or more prior to course commencement date	5% of the tuition fees initially paid or \$500 (whichever is lower) will be deducted from the total tuition fees paid against the application processing fees. Remaining tuition fees will be refunded back. Registration Fee, Administration Fee and any other non-tuition fees won't be refunded.
<input type="checkbox"/>	Withdrawal less than 60 days but more than 28 days of prior to agreed start date of the enrolled course as indicated on the current Letter of Offer	50 % of Tuition fees refunded Registration Fee, Administration Fee and any other non-tuition fees won't be refunded.
<input type="checkbox"/>	Withdrawal less than 28 days of prior to agreed start date of the enrolled course as indicated on the current Letter of Offer	No refund of Registration Fee, Administration Fee and any other non-tuition fees
<input type="checkbox"/>	*Withdrawal after course commencement	No refund of Registration Fee, Administration Fee and any other non-tuition fees for the students who have selected monthly/quarterly payment plan.
<input type="checkbox"/>	College is unable to provide the course for which the original offer was made before commencement (Provider default)	Full refund of Paid course fees
<input type="checkbox"/>	Course withdrawn by the College after commencement (Provider default)	Calculation as per Refund amount calculator# (Default period of Provider taken in count)
<input type="checkbox"/>	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)

Tick Box	Reason for asking Refund	Refund protocols in place
<input type="checkbox"/>	Airport pick-up	No refund
<input type="checkbox"/>	Home stay fees and accommodation booking fee	No refund
<input type="checkbox"/>	OSHC Refund Policy (Calculation of refund will be done as per the provider policy)	If SPI has organized the OSHC, we will refund the OSHC directly to the student under following conditions: <ul style="list-style-type: none"> <li>Calculation of refund will be done as per the provider policy</li> </ul>

Refund Conditions for Withdrawal After Course Commencement- Extenuating circumstances for the students who have paid full tuition fees of the course before the course commencement:

\* 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, moving back to the home country with an intention of not coming back to Australia on the same visa (with confirmed one-way ticket and evidence of student withdrawal submitted to Department of Home Affairs), which will be verified by the College before processing the refund) or other reasons that are out of the ordinary. Where evidence can be successfully provided to support the student's circumstances, in such circumstances, refund will be calculated as per the refund calculator for a refund of unused course fees which can be issued. This decision of assessing the extenuating circumstances is on the discretion of the CEO and shall be assessed on a case by case situation. Please note that the student is not eligible to apply for any refund in case of change of mind that may include but are not limited e.g. change of course or transfer to the other provider in same or different city due to any reason.

\*\*Course Fees = Sum of Tuition and Non Tuition fees except Registration fee and Administration fee.

Scholarship, promotional fees or discount to any course is provided to the student with an intention that they will complete the course and/or course package. In case of any cancellations and whenever there is a fees refund, the reduced fees will be added back and the refund amount will be calculated as per the listed course fees on Website, Handbook or <https://cricos.education.gov.au/>. Please also note that in case a student is cancelled on Non Payment, Unsatisfactory Course Progress or Unsatisfactory Attendance, the student may be enrolled in the college on the discretion of CEO. However, \$250 re-registration fees and \$500 administration fees in addition to the overdue tuition fees will apply. Student may be eligible for credit transfer.

Refund Application Form must be read and filled in conjunction with the "Fees and Refund Policy and Procedure" which is attached as an "Appendix A" of this form.

## ONSHORE

Bank Name

Account Name

BSB Number

Account Number

## OFFSHORE

Bank Account Name

Bank Account Number

SWIFT Code

IFSC Code

Bank Name

Address

Date

Signature

## Administration use only

1 - Refund Application processed? Yes  No

2 - Refund Granted? Yes  No

3 - Refund Paid and enrolment cancelled? Yes  No

4 - Default notification provided to TPS as required Yes  No

Comments

Date

Signature