



# REFUND APPLICATION FORM

Student's Personal details:			
Full Name			
Student ID:			
Course Code and Name			
Start date of study		End date of study	
Address:			
Phone no:		Mobile	
Email:			
Please tick the reason for request below:			
I wish to apply for a refund for my tuition fees paid for the course described above.			
<input type="checkbox"/> Work Commitments	<input type="checkbox"/> Financial Circumstances		
<input type="checkbox"/> Medical Grounds	<input type="checkbox"/> Insufficient study resources and facilities		
<input type="checkbox"/> Staff quality inadequate	<input type="checkbox"/> Transferred to another course within ASCA		
<input type="checkbox"/> Transferred to another provider (provide admission documents)	<input type="checkbox"/> Medical reasons		
<input type="checkbox"/> Others; Please Specify _____	<input type="checkbox"/> Visa Cancellation		
<b>(Note: No withdrawal will be approved unless all outstanding fees are paid.)</b>			
International students must state the reason for withdrawing from a course at Alice Springs College of Australia. ASCA is obliged to report the withdrawal and the reason to the DHA (Department of Home Affairs). All supporting documents should be attached to this form. Please refer to the Refund Policy for any applicable refunds.			
Additional Comments (If any): _____			

ASCA COURSE FEE REFUND TABLE				
Please Tick	Refund circumstances	Refund of Tuition Fees paid	Refund of Material Fees	Application Fee
<input type="checkbox"/>	Withdrawal at least 12 full weeks prior to agreed start date.	100%	100%	No refund
<input type="checkbox"/>	Withdrawal between 6 to 11 full weeks prior to the agreed Start Date.	50%	100%	No refund
<input type="checkbox"/>	Withdrawal in 5 full weeks or less	No refund	No refund	No refund
<input type="checkbox"/>	Withdrawal after course start date	No refund	No refund	No refund
<input type="checkbox"/>	Course withdrawn by the institute	100%	100%	100%
<input type="checkbox"/>	Application rejected by the institute	100%	100%	No Refund



<input type="checkbox"/>	The course is not provided fully to the student because the institute has a sanction imposed by a government regulator.	Refund of unused portion of tuition fees for future terms	No refund	No refund
<input type="checkbox"/>	Visa refused prior to course commencement	Total amount of the pre-paid fees received by ASCA for the course in respect of the student course less the following amount (a) 5% of the total amount of pre-paid fees that the institute received in respect of the student for the course before the default day; or (b) a maximum sum of \$500 whichever is lesser	100%	100%
<input type="checkbox"/>	Visa is refused after commencement of studies due to not meeting visa requirements	The refund amount = weekly tuition fee x the number of weeks in the default period a. The weekly tuition fee = total tuition fee for the course/ number of calendar days in the course x 7. This amount is rounded up to the nearest whole dollar. b. The number of weeks in the default period = number of calendar days from the default day to the end of the period to which the payment relates.	No Refund	No refund
<input type="checkbox"/>	RPL fee	No refund if 'Statement of Attainment 'is provided	No refund	No refund
<input type="checkbox"/>	Visa refused due to submission of fraudulent documents by or on behalf of the student	No refund	No refund	No refund
<input type="checkbox"/>	Withdraws from the course without notification or breaches their Visa conditions	No refund	No refund	No refund
<input type="checkbox"/>	Visa cancelled due to actions of the student	No refund	No refund	No refund
<input type="checkbox"/>	Student abandons the course	No refund	No refund	No refund
<input type="checkbox"/>	The institute cancels an enrolment due to serious student misconduct	No refund	No refund	No refund

**Note:** If your enrolment falls within no refund timelines before the agreed start date of the course and you decide to withdraw from the course, then there will be no refund.

For example: If a student enrolls in week 5 before course start date, he/she will not be eligible for refund if student withdraws from the course as enrolment falls in no refund time period of 5 weeks prior to the agreed start date of the course.



Please approach the administration department for approval on this application prior to final submission.

<b>Student can specify person(s), other than themselves who can receive a refund in respect of the overseas student identified in the written agreement;</b>	
<b>Full name of person</b> authorized receive refund on behalf of you	
<b>Address and contact detail of</b> authorized person	
<b>Bank Details</b>	Bank Name: Account Name: BSB: Account No.:

Student Declaration			
<input type="checkbox"/> I have read and understood the policies and procedure for refund at Alice Springs College of Australia (ASCA). <input type="checkbox"/> I am aware about the terms and conditions applied with the amount of refund received by me as mentioned in the ASCA's Refund policy. <input type="checkbox"/> I have been informed and understand that withdrawing from this course might affect my Visa status. I have been informed to contact DHA for any visa related queries.			
<b>Student's Signature</b>		<b>Date</b>	

### **For Office use only**

	Signature	Date
<b>Request received</b>		
<b>Refund Application Processed by:</b>		
<b>Training Manager approval</b>		
<b>Decision Granted</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Entered PRISMS (If yes)		
Entered Student Management System (If yes)		