

## Refund Request Form

<b>Note for student:</b> Complete the following sections in <b>legible handwriting using a Black/blue pen</b> . Please make sure that you have read and understood <b>VTI Refund Policy and Procedure</b> before submitting this form.	
Student Name:	
Student ID:	Date of Birth:
Address:	
Contact Number:	Email:

**Enrolled Course(s): Please list all the courses you are enrolled in and the start date**

Course Name 1:	Start Date:
Course Name 2:	Start Date:

**Please go through the refund conditions listed below and tick the appropriate box. Supporting evidences must be attached.**

Please tick appropriate box/s	Refund Conditions	Calculation of Refund
<input type="checkbox"/>	<p><b>Visa refused before commencement date</b></p> <ul style="list-style-type: none"> <li>• In the event that a student's initial visa is not granted, a request for refund in writing (via Refund Request Form) and proof of visa refusal from Immigration must be provided to VTI no later than 28 days after the visa refusal.</li> <li>• Without proof of refusal from the Immigration, NO refund will be issued.</li> <li>• The entitled refund will be made to the Student within 4 weeks after the written request and evidence of documentation is received.</li> </ul>	<p>The refund will be all course fees paid in advance by the student for each and every course minus an administration and processing charge of the lesser of:</p> <p>(i) 5% of the amount of course fees received by VTI before the default day, or</p> <p>(ii) AUD \$500</p> <p>Whichever is less</p> <p>(*Course fees = tuition fees + non-tuition fees received by VTI in respect of the student)</p>
<input type="checkbox"/>	<p><b>VTI does not commence a course delivery of a course on due date</b></p> <p>Student chooses to claim refund of course fee paid, the refund will be processed within 14 days of initial course commencement date.</p>	<p>100% refund of Course fees received by VTI will be refunded to the student based on the calculations as per Education Services for Overseas Students (Calculation of Refund) Specification 2014.</p>
<input type="checkbox"/>	<p><b>VTI ceases delivery of a course</b></p> <ul style="list-style-type: none"> <li>• In case student chooses to claim refund of course fee paid, the refund will be processed within 14 days from the time the course ceases to be delivered provided the student has not withdrawn from the course before the default date.</li> </ul>	<p>Refund of 'Unused Tuition Fees' received by VTI will be refunded to the student based on the calculations as per Education Services for Overseas Students (Calculation of Refund) Specification 2014.</p>
<input type="checkbox"/>	<p><b>Extenuating Circumstances</b></p> <p>Student cannot commence the course due to severe illness or</p>	<p>100% refund of Course fees received by VTI.</p>

	disability or death of close member of the student (parent, sibling, spouse or child)	
<input type="checkbox"/>	<b>Student withdraws more than 60 days</b> before the course commencement date	All Course fees paid are refundable, less an Administration fee of AUD \$500.
<input type="checkbox"/>	<b>Student withdraws less than 60 days</b> but more than 28 days before the course commencement date	50% Tuition Fee and 100% Material Fee is refundable, less an Administration fee of AUD \$500.
<input type="checkbox"/>	<b>Student withdraws less than 28 days</b> before the course commencement date	No Refund
<input type="checkbox"/>	<b>Student cancels enrolment after the course commencement date</b>	No Refund
<input type="checkbox"/>	<b>RPL Fees</b> RPL processing fee per unit (irrespective of whether or not RPL is granted or not granted)	No Refund
<input type="checkbox"/>	<b>Transfer to Another Provider</b> <ul style="list-style-type: none"> <li>• If student seeks and is granted approval by VTI to transfer to another provider <b>prior or during</b> the completion of six months' study of the principal course.</li> <li>• If student seek and is granted approval by VTI to transfer to another provider <b>after the completion</b> of six months' study of the principal course.</li> </ul>	No Refund  Refund of Unused Tuition Fees
<input type="checkbox"/>	<b>Refusal of Visa Extension</b> Visa extension is refused after the course commencement date	Refund of Unused Tuition Fees
<input type="checkbox"/>	<b>Abandonment of Course</b> Student abandons the course or fails to return after the scheduled break without formally cancelling their enrolment	No Refund and Student will be invoiced for the Tuition Fee before the date of cancellation of enrolment.
<input type="checkbox"/>	<b>Other Reason/s (Please specify)</b>	

**Amount to be Claimed: AUD \$**

**Bank Details for Refund**

Bank Name:	
Account Name:	
BSB:	Account Number:
Swift Code:	
IFSC Code:	
Bank Address:	
Student Declaration	I have fully read and understood VTI Refund Policy and understands that the refund can only be made to

and Signature	myself or a person authorised by me in writing.		
Details of authorised person to receive refund (if applicable)	Full Name:		Relationship:
	Address:		
	Contact Number:		Email:
<b>Student Signature:</b>			<b>Date:</b>

**Admin Use Only**

Decision: <input type="checkbox"/> Granted <input type="checkbox"/> Declined			
If Granted, amount to be refunded:		Refund Date:	
If Not declined, Reason for decision:			
Approved by <input type="checkbox"/> CEO <input type="checkbox"/> Delegate			
<input type="checkbox"/> I confirm that this refund was calculated in accordance with VTI's Refund Policy			
Signature:		Date:	
Processed by Staff	Name:	Signature:	Date:
Notified the outcome to the student by	Name:	Signature:	Date: