

## REFUND APPLICATION FORM

This document is to be completed by the student when requesting a refund for fees. Students are to read, understand and agree to the "Refund Policy" which is outlined on the back of this form. Please print clearly completing all fields and submit this form to Student Services.

Mr, Ms, Miss, Mrs \_\_\_\_\_

Student ID No. AIS \_\_\_\_\_

Personal Details			
First name:	Family name:		
Address:	Suburb/Post code:		
Phone No:	Email:		
Course code:	Date of birth:        /        /		
Course name:	Start date:    /    /	End date:    /    /	
<b>Reason for requesting refund:</b>			
<hr/> <hr/>			
<b>Amount of requesting refund:</b> \$ _____ AUD			
Bank Details – not for credit card payments*			
Account holder's name:			
BSB number:	Account number:	Bank SWIFT Code:	
Name of bank:		Branch:	
Bank Address: (needed for overseas transaction)			
Unit No.	Street No.	Street Name:	
Suburb:	State:	Post Code:	Country:
<small>* Any payment (course fee, enrolment fee, application fee, accommodation fee etc.) made to Australasia International School by a credit card can only be refunded to the original credit card used to make the payment. Overseas transaction fee will be charged.</small>			
Student Declaration			
<p>I have read, understood and agree to the refund policy on the back of this refund application form and declare that the information supplied on this form and the information given in support of my application is correct and complete. I authorise Australasia International School to obtain official records to make an informed decision about the application or matters that concern enrolment. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in a delay in the assessment of my application.</p>			
Student signature: _____ Date: _____/_____/_____			

## REFUND POLICY

*Australasia International School (AIS) refund policy is outline below:*

If the application for a refund is received:	Refundable amounts	Refund details
<b>More than 28 days (4 weeks) prior to the enrolment date of the course.</b>	80% of the total course fee will be refunded.	The refund will be made once the payment is cleared and within 28 days (or 4 weeks) of receiving a completed "Refund Application Form".
<b>Less than 28 days (4 weeks) before the enrolment date of the course.</b>	50% of the total course fee will be refunded.	The refund will be made once the payment is cleared and within 28 days (or 4 weeks) of receiving a completed "Refund Application Form".
<b>After the course commencement date</b>	No refund provided	Not applicable as the course has commenced.
<b>In the event AIS is unable to offer the course or the course is cancelled.</b>	Full refund of all unused course fees will be reimbursed in accordance with the provisions of sections 27 and 29 of the Education Services for Overseas Students Act 2000.	The refund will be made once the payment is cleared and within 28 days (or 4 weeks) of receiving a completed "Refund Application Form".
<b>If the Australian government refuses a student visa.</b>	The unused tuition fee will be refunded less the administration fee.	The refund will be made once the payment is cleared and within 14 days (or 2 weeks) of receiving a completed "Refund Application Form" and certified evidence of the rejected visa application from the Department of Home Affairs.
<b>Onshore student.</b>	Unused Tuition fee/s will be refunded.	The refund will be made once the payment is cleared and within 28 days (or 4 weeks) of receiving a completed "Refund Application Form".
<b>Offshore student.</b>	Full refund of all course fees.	The refund will be made once the payment is cleared and within 28 days (or 4 weeks) of receiving a completed "Refund Application Form".
<b>There will be no refund on enrolment fee, accommodation arrangement fee and airport pickup service fee.</b>		
<b>A refund will only be made back to the original payment account/card that the funds were received from as Cash refunds will not be issued.</b>		

<b>Admin Officer use:</b>	
Total fees to be refunded:	Notification sent to sent:
Approved by:	Date:
Processed by:	Date: