



REFUND APPLICATION FORM

Apply Refund

Please ensure you read the conditions outlined below before applying refund.

Refund Conditions:	<p>Please read carefully Cancellation and Refund Policy provided on the back page before filling up this form.</p> <p>The tuition fees will not be refunded under the following circumstances</p> <ol style="list-style-type: none">1. Where a student visa renewal is rejected or student Visa has been cancelled causing by a breaching of student Visa condition, the tuition fee is not refundable.2. Withdrawal after start of course date, the tuition fee is not refundable. <p>Please Note: The refund policy will apply from the date of the refund application form only.</p>
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Student Details:

CoE Number (Diploma): CoE Number (ADV Diploma):

CoE Cancellations Date:

Student Name: D.O.B:

Student's ID:

Address:

Email:

Contact No.:

Agent:

Course Details:

Course Enrolled:

Course Start Date:

Course End Date:

Reason:

(Enter your valid reason for applying of refund. It must be specific.)

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Evidence:

(List the evidence you will provide to the institute to assist us in determining your application of refund.)

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Student Bank Detail

Account Name:

BSB:

Account Number:

Bank Name:



CANCELLATION AND REFUND POLICY

If the student applies for but is unable to obtain a Student Visa through no fault of their own, all tuition fees paid will be refunded in full.

Any notification of withdrawal must be in writing.

In the event that a student withdraws from a course the refund policy will apply as follows and from the date of the refund application form only:

- i. Notification of at least 5 weeks prior to agreed start date: 90% of fees paid will be refunded.
- ii. Notification of at least 3 weeks prior to agreed start date: 70% of fees paid will be refunded.
- iii. No refund if notification of course withdrawal is given 2 weeks or less before course agreed start date.
- iv. No refund if student notification of course withdrawal arrives after course agreed start date.
- v. No refund if student Visa cancelled due to actions of the student.
- vi. Return of unused tuition fees if student Visa extension is refused.
- vii. All non-tuition fees (as provided in pre-enrolment information) are NOT refundable.

If Australian Smart College Pty. Ltd. withdraws an offer, fails to provide the program offered or terminates an education service:

- viii. Before the commencement date, all tuition fees paid will be refunded in full.
- ix. After the commencement date, a refund, pro rata of the unearned portion of the course's fees paid.

However, if the student agrees to accept an alternative (replacement) course or part a course to be provided to the student at the Australian Smart College Pty. Ltd.'s expenses, then the Australian Smart College Pty. Ltd. is relieved of its liability to make the payment. The student must advise Australian Smart College Pty. Ltd. in writing whether they agree to the alternative arrangement.

If Australian Smart College Pty. Ltd. withdraws a student from an education service because the student has seriously breached the International Student Visa conditions or the rules of Australian Smart College Pty. Ltd., no refund of fees paid will be given.

Where two (2) or more courses are packaged, the conditions apply to all elements. Note that for packaged courses, the course commencement date is taken to be the start date of the first course.

Bank charges are deducted for refunds made by bank draft or electronic transfer.

Fees for services paid to Education Agents by students are not covered by this refund policy.

This refund policy applies to all tuition fees paid to the College and includes any tuition fees paid to an Education Agent to be remitted to the College.

All refunds are paid within **28 days** from the date of the receipt of the written claim by the student.

The refund will be made payable to the student or to an individual authorized by the student.

This agreement does not remove the right to take further action under Australia's consumer protection laws.

The Complaints policy does not circumscribe the student's right to pursue other legal remedies including use of

Overseas Students Ombudsman website www.oso.gov.au or phone 1300 362 072 for more information.

Declaration:

I have read and understood Cancellation and Refund Policy provided on the back page.

Refund Application Date:

Student's Signature:

Office Use ONLY

Payment Details

Total Amount ASC Received

Latest Payment Date

Total amount to be refunded

Date of Refund: