

# Refund Application form



<b>Student's Personal details:</b>			
<b>Full Name:</b>			
<b>Student ID:</b>			
<b>Course Code and Name:</b>			
<b>Start date of study:</b>		<b>End date of study:</b>	
<b>Address:</b>			
<b>Mobile:</b>		<b>Email:</b>	
<b>Please tick the reason for request below:</b>			
I wish to apply for a refund for my tuition fees paid for course described above.			
<input type="checkbox"/> Work Commitments	<input type="checkbox"/> Insufficient study resources and facilities.		
<input type="checkbox"/> Financial Circumstances.	<input type="checkbox"/> Medical reasons		
<input type="checkbox"/> Medical Grounds	<input type="checkbox"/> Visa Cancellation		
<input type="checkbox"/> Staff quality inadequate	<input type="checkbox"/> Transferred to another course within Melbourne Trades College (if applicable)		
<input type="checkbox"/> Transferred to another provider (provide documents)	<input type="checkbox"/> Others; Please Specify		
<i>(Note: No withdrawal will be approved unless all outstanding fees are paid.)</i>			
Additional Comments:			
<p>International students must state the reason for withdrawing from a course at Exceed Ventures Pty Ltd T/A Melbourne Trades College is obliged to report the withdrawal and the reason to the Department of Home Affairs. All supporting documents should be attached with this form. Please refer to the Refund Policy for any applicable refunds.</p>			
<b>Preferred Method of Receiving Refund</b>			
<input type="checkbox"/> Direct Transfer in Australia	Account Name: .....  BSB: .....  Account Number: .....		
<input type="checkbox"/> Direct Transfer in Australia	Beneficiary Name: .....		

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	Bank Name: .....  Bank Account Number: .....  Bank Address: .....  Swift Code: ..... Country: .....
<input type="checkbox"/> Transfer Tuition Fees to next course.	

Melbourne Trades College 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 <b>12</b> full weeks or more prior to agreed start date.	100%	100%	No refund
<input type="checkbox"/>	Withdrawal between <b>6</b> to <b>11</b> full weeks prior to the agreed Start date.	50%	100%	No refund
<input type="checkbox"/>	Withdrawal in <b>5</b> full weeks or less	No refund	No refund	No refund
<input type="checkbox"/>	Withdrawal after the course start date	No refund	No refund	No refund
<input type="checkbox"/>	Course withdrawn by the College	100%	100%	100%
<input type="checkbox"/>	Application rejected by the College	100%	100%	No Refund
<input type="checkbox"/>	The course is not provided fully to the student because the College 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 the course commencement	Total amount of the pre-paid fees received by Melbourne Trades College 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 provider received in respect of the student for the course before the default day; or	100%	No Refund

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		(b) a maximum sum of \$500 whichever is lesser		
<input type="checkbox"/>	Visa is refused after the commencement of the studies due to not meeting visa requirements.	<p>The refund amount = weekly tuition fee x the number of weeks in the default period</p> <p>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.</p> <p>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/7</p>	No Refund	No refund
<input type="checkbox"/>	RPL fee	No refund if the 'Statement of Attainment' is provided	No refund	No refund
<input type="checkbox"/>	Visa refused due to submission of the fraudulent documents by or on behalf of the student	No refund	No refund	No refund
<input type="checkbox"/>	Withdrawal from the course without notification or breaching 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 College cancels an enrolment due to serious student misconduct	No refund	No refund	No refund
<p>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.</p>				

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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.

**Student can specify person(s), other than themselves who can receive a refund in respect of the student identified in the written agreement, consistent with the ESOS Act.**

<b>Full name of person</b> authorised to receive refund on behalf of you	
<b>Address and contact detail</b> of authorised person	

## Student Declaration

- ☐ I have read and understood the policy and procedures for refund at Melbourne Trades College
- ☐ I am aware about the terms and conditions applied with the amount of refund received by me as mentioned in the Melbourne Trades Colleges Refund policy.
- ☐ 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.
- ☐ I understand that my refund shall be processed within 20 working days of lodging this request.

<b>Student's Signature</b>		<b>Date</b>	
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## For Office use only

	Signature	Date
<b>Received By:</b>		
<b>Refund Application Processed by:</b>		
<b>Administration Manager approval</b>		
<b>Decision Granted</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Entered Student Management System (If yes)		
Comments (If any)		