



### 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 <b>will not be refunded</b> under the following circumstances</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Withdrawal after start of course date, the tuition fee is not refundable.</li> </ol> |
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**Student Details:**

Student's ID: ..... D.O.B: .....

Name: .....

Course Enrolled: .....

Address: .....

Email: .....

Contact No.: .....

**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 you application of refund.)*

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**Declaration:**

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

Student's Signature: ..... Date: .....

|                                    |             |
|------------------------------------|-------------|
| <b>Office Use ONLY</b>             |             |
| Approved by (Name): .....          |             |
| Signature: .....                   | Date: ..... |
| Refund Calculation: .....          |             |
| Total amount to be refunded: ..... |             |

## **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:

- i. Notification of at least 5 weeks before commencement date, 90% of fees paid will be refunded.
- ii. Notification of at least 3 weeks before commencement date, 70% of fees paid will be refunded.
- iii. No refund if notification of course withdrawal is given 2 weeks or less before course commencement date.
- iv. No refund if student notification of course withdrawal arrives after course commencement date.
- v. All non-tuition fees (as provided in pre-enrolment information) are NOT refundable.

If ABI withdraws an offer, fails to provide the program offered or terminates an education service:

- vi. Before the commencement date, all tuition fees paid will be refunded in full.
- vii. 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 ABI's expenses, then the ABI is relieved of its liability to make the payment. The student must advise ABI in writing whether they agree to the alternative arrangement.

If ABI withdraws a student from an education service because the student has seriously breached the International Student Visa conditions or the rules of ABI, 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](http://www.oso.gov.au) or phone 1300 362 072 for more information.