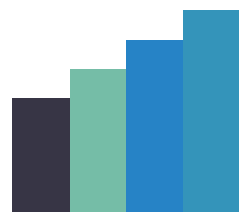




## Refund Application Form

<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>Phone no:</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 the course described above.			
<input type="checkbox"/>	Work Commitments	<input type="checkbox"/>	Transferred to another provider (provide admission documents)
<input type="checkbox"/>	Financial Circumstances	<input type="checkbox"/>	Transferred to another course within HIC
<input type="checkbox"/>	Medical Grounds	<input type="checkbox"/>	Medical reasons
<input type="checkbox"/>	Insufficient study resources and facilities	<input type="checkbox"/>	Visa Cancellation
<input type="checkbox"/>	Others; Please Specify:		
(Note: No withdrawal will be approved unless all outstanding fees are paid.)			
International students must state the reason for withdrawing from a course, as HIC is obliged to report the withdrawal and the reason to the DHA (Department of Home Affairs). All supporting documents should be attached to this form. Please refer to the Refund Policy for any applicable refunds.			
Additional Comments (If any):			

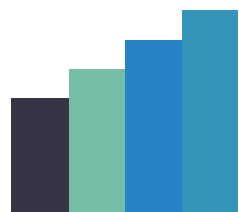
Preferred Method of Receiving Refund	
<input type="checkbox"/> Direct Transfer	Account Name: .....  BSB: .....





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

HARMONY INTERNATIONAL COLLEGE (HIC) COURSE FEE REFUND TABLE				
Please Tick	Refund circumstances	Refund of Tuition Fees paid	Refund of Material Fees	Application Fee
	Withdrawal at least <b>12</b> full weeks prior to agree start date.	100%	100%	No refund
	Withdrawal between <b>6 to 11</b> full weeks prior to the agreed Start Date.	50%	100%	No refund
	Withdrawal in <b>5</b> full weeks or less	No refund	No refund	No refund
	Withdrawal after course start date	No refund	No refund	No refund
	Course withdrawn by the institute	100%		
	Application rejected by the institute	100%	100%	No Refund
	The course is not provided fully to the student because the institute has a sanction imposed by a government regulator.	Refund of unused portion of tuition fees for future terms	No refund	No refund
	Visa refused prior to course commencement	Total amount of the pre-paid fees received by HIC 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 institute received in respect of the student for the course before the default day; or (b) a maximum sum of \$500 whichever is lesser		
	Visa is refused after commencement of studies due to not meeting visa requirements	The refund amount = weekly tuition fee x the number of weeks in the default period 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. b. The number of weeks in the default	No Refund	No refund





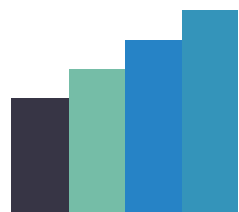
		period = number of calendar days from the default day to the end of the period to which the payment relates /7		
	RPL fee	No refund if Statement of Attainment is provided	No refund	No refund
	Withdraws from the course without notification or breaches their Visa conditions	No refund	No refund	No refund
	Visa cancelled due to actions of the student	No refund	No refund	No refund
	Student abandons the course	No refund	No refund	No refund
	The institute cancels an enrolment due to serious student misconduct	No refund	No refund	No refund

Note: If a student's enrolment falls within no refund timelines before the agreed start date of the course and the student decides to withdraw from the course, then there will be no refund.  
For example: If a student enrolls in week 5 before the course start date, he/she will not be eligible for a refund if the student withdraws from the course as the enrolment falls within the no-refund period of 5 weeks prior to the agreed course commencement date.

Please approach the administration department for approval of this application prior to final submission.

<b>Students can specify person(s), other than themselves who can receive a refund in respect of the overseas student identified in the written agreement;</b>	
<b>Full name of person</b> authorised receive refund on behalf of you	
<b>Relationship with the Student</b>	
<b>Address and contact details</b> of authorised person	

Student Declaration			
<input type="checkbox"/> I have read and understood the policies and procedures for refund at HIC. <input type="checkbox"/> I am aware of the terms and conditions applied with the amount of refund received by me as mentioned in HIC's Fee payment and Refund policy. <input type="checkbox"/> 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.			
<b>Student's Signature</b>		<b>Date</b>	





**FOR OFFICE USE ONLY**

	Signature	Date
<i>Request received</i>		
<i>Refund Application Processed by:</i>		
<i>Administration Manager approval</i>		
<i>Decision Granted</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Entered Student Management System (If yes)</i>		
<i>Entered PRISMS (If yes)</i>		

