AUSTRALIA INTERNATIONAL CONSTRUCTION COLLEGE

RTO NUMBER 46035 | CRICOS CODE 04150J

T: +61 (2) 8542 0459
E: info@aicc.edu.au
www.aicc.edu.au

Campus:
L4, 11-15 Deane Street
Burwood, NSW 2134

REFUND APPLICATION FORM

Please submit your completed form to the institute or forward to info@aicc.edu.au
No refunds will be paid to a third party unless it is indicated at the time the refund application is lodged, that any refunds due is payable to a third party. Refunds are processed in line with the Refund Policy. If the application for course amendment is approved by Australia International Construction College, and the student is eligible for a refund, any refunds are processed within 28 days of receiving the written request via the Refund Application Form.

STUDENT DETAILS:

First Name:		Family Name:	
Student ID:		Date of Birth:	/ /
Contact Number:		E-mail:	
Address:			
Original Payment Method:	○ Credit Card ○ Direct Deposit ○ Other:_____	Payment Date:	/ /
Reason for Refund:			

(If you require more space please attach a separate sheet. Please include independent, original or certified documentary evidence in your application (e.g. medical certificate)

REFUND PAYMENT DETAILS: Refund will be processed in Australian Dollars.

○ I Agree for the institute to refund to a third party other than my student personal account.			Requested Amount:	$
Direct Deposit into Bank Account:	BSB No:		Account No:	
	Account Name:		Bank Name:	
	Branch Address:		SWIFT Code (Overseas):	

the Institute will NOT be held responsible if any of the following details are incorrect. Refund to oversee account will subject to $50.00 international transaction fee.

STUDENT DECLARATION:

I have read the refund policy and understand the terms and conditions. I am aware of the academic and financial consequences of the above request and have sought appropriate advice on these matters. I understand and agree to be bound by the institution policies and deadlines for the processing of refunds. I declare that the information I have given on this application is correct and understand that by knowingly making false or misleading statements that I may be liable for prosecution. I also authorise the Australia International Construction College to gather and obtain any necessary information pertaining to this application.

I agree to the conditions of this Refund Application and declare that I am the person to whom this refund is to be paid.

Student Signature:		Date:	

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FINANCE DEPARTMENT ONLY

Please be advised that your request for refund of tuition fees has been approved according to the following code.

Course Commencement date:		Withdrawal notification date:		Days of notice provided in writing:	Days

Reasons	
○ Visa refused prior to course commencement	Full refund less an administration fee of $200
○ Withdrawal up to 4 weeks (prior to the initial course agreed start date) *	90% refund of tuition fees less an administration fee of $200
○ Withdrawal less than 4 weeks (prior to the initial course agreed start date) *	70% refund of tuition fees less an administration fee of $200
○ Withdrawal after the initial course agreed start date*	No refund
○ Visa or CoE cancelled due to student breach of their visa conditions or misbehaviour by the student	No refund
○ Does not commence (i.e. does not arrive, or has not arranged with us for a later start because of health or compassionate reason)	No refund
○ Visa extension is refused after course commencement	No refund
○ Withdrawal from any continuing study, including any continuing CoE	No refund

Other Reasons:

○ Wrong payment

○ Payment without CoE Issue

○ Others: _____

Note: Agreed initial course start date is the date indicated on the student's Confirmation of Enrolment (CoE)

REFUND CALCULATION TABLE:

Tuition Fee Paid:		Application Fee:	– $200.00
Fee Withheld :		International Transaction Fee:	– $50.00
Total Refund:			

(AR)Prepared by:		Refund Amount:	$	Date:	/ /
(AP)Review and Process by:		Date:	/ /	Authorised by:	