

Refund Application Form



Application Details

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|---------------------------------------|--|-------------|--|
| Student Name: | | Student ID: | |
| Course: | | D.O.B: | |
| Email: | | Phone: | |
| Workplace (if trainee or apprentice): | | | |
| Date of Withdrawal: | | | |

| Enrolment status | Please tick box |
|---|--------------------------|
| I have commenced my course | <input type="checkbox"/> |
| I have not commenced my course | <input type="checkbox"/> |
| I currently owe fees and want them reconsidered | <input type="checkbox"/> |

Sacred Heart International College's refund arrangement are as follows:

| Tick Box | Circumstance | Refund entitlement and calculation |
|--------------------------|--|--|
| <input type="checkbox"/> | <p>The student has defaulted due to Visa refusal that directly or indirectly caused the student to default in relation to the course in one of the following ways:</p> <ul style="list-style-type: none"> the student's failure to start the course at the location on the agreed starting day. the student's withdrawal from the course at that location on or before the agreed starting day. | <p>The total course fees minus the lesser of the following amounts:</p> <p>5% of tuition fees initially received by the provider in respect of the student before the default day or \$500 whichever is less. Registration Fee, Administration Fee and any other non-tuition fees won't be refunded.</p> |
| <input type="checkbox"/> | <p>The student has defaulted due to Visa refusal that directly or indirectly caused the student to default in relation to the course in one of the following ways:</p> <ul style="list-style-type: none"> the student's withdrawal from the course at that location (after the start date) the student's failure to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course at that location. | <p>The weekly tuition fee x weeks in default period (calculated from the day on which the student was withdrawn)</p> |
| <input type="checkbox"/> | <p>The student withdraws from the course at the specified location more 10 weeks before the expected commencement date.</p> | <p>Full refund of course fees paid less maximum of 10% of tuition fees initially paid or \$1,000, whichever is the lesser. Registration Fee, Administration Fee and any other non-tuition fees won't be refunded.</p> |

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| <input type="checkbox"/> | The student withdraws from the course at the specified location more 4 weeks and up to 10 weeks before the expected commencement date. | 50% of the tuition fees paid |
| <input type="checkbox"/> | The student withdraws from the course at the specified location up to 4 weeks before the expected commencement date. | No Refund |
| <input type="checkbox"/> | The student withdraws from the course at the specified location after they commence the course. | No refund |
| <input type="checkbox"/> | The student does not commence the course at the specified location on the agreed starting date and has not withdrawn, deferred or have had their request for an alternative start date approved by SHIC. | No Refund |
| <input type="checkbox"/> | SHIC cancels a student's enrolment following formal notice and appeal period, due to: <ul style="list-style-type: none"> - academic misconduct, misbehavior or failure to comply with SHIC's policies or student code of conduct. - Visa condition breaches - failure to pay fees in accordance with the written agreement. - unsatisfactory course progress or attendance | No Refund |
| <input type="checkbox"/> | If a student has supplied incorrect or incomplete information and as a result SHIC withdraws the offer prior to commencement of the course. | No Refund |
| <input type="checkbox"/> | The international student has defaulted (either withdrawn, not commenced on the agreed date, failed to pay fees as agreed or had their visa cancelled or refused) and SHIC fails to enter into a written agreement with a student that meets the requirements set out in clause 3 of this policy. This remains applicable in the instance that SHIC is no longer a registered CRICOS provider. | Unspent total tuition fees will be refunded, to be calculated as follows: The weekly tuition fee multiplied by the weeks in the default period (calculated from the date of default). |
| <input type="checkbox"/> | SHIC fails to start the course on the agreed starting day at the location because of insufficient numbers, unforeseen circumstances or a sanction has been imposed (and the student has not withdrawn before this day). | Unspent total tuition fees will be refunded including the enrolment deposit to be calculated as follows: <ul style="list-style-type: none"> - The weekly tuition fee multiplied by the weeks in the default period (calculated from the agreed starting day of the course). - No refund is required if within 14 days the student is offered and accepts a place in an alternative course to be paid for by SHIC. |
| <input type="checkbox"/> | The course has started but cannot be delivered in full or by SHIC, including where a sanction has been imposed (and the student has not withdrawn before the default day). | Unspent total tuition fees will be refunded, to be calculated as follows: The weekly tuition fee multiplied by the weeks in the default period (calculated from the day on which the course ceases to be provided). |

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| <input type="checkbox"/> | Overpayment | Full refund of the overpaid amount (Any amount paid over and above the Registration fees/Administration fees/ Course fees/Tuition fees/ Material fees mentioned on the Written Agreement) |
|--------------------------|-------------|---|

*Enrolment Fees & Administration fees are Non-refundable

Scholarship, promotional fees or discount to any course is provided to the student with an intention that they will complete the course and/or course package. In case of any cancellations and whenever there is a fees refund, the reduced fees will be added back and the refund amount will be calculated as per the listed course fees on Website, Handbook or <https://cricos.education.gov.au/>.

Student Declaration

- I have read and understood Angel Investments Group Pty Ltd T/A Sacred Heart International College Fees & Refund Policy and Procedure.
 - I understand that Angel Investments Group Pty Ltd T/A Sacred Heart International College will not transfer any funds to a third party unless I explicitly request it in writing, in which case Angel Investments Group Pty Ltd T/A Sacred Heart International College shall be released of any responsibility in relation to the refund, once the funds have been transferred as requested.
- Please provide below your Account details or the Account details of the nominated third party where you wish the refund amount to be received.

ONSHORE

Bank Name

Account Name

BSB Number

Account Number

OFFSHORE

Bank Account Name

Bank Account Number

SWIFT Code

IFSC Code

Bank Name

Address

Date

Signature

Administration use only

1 - Refund Application processed?

Yes No

2 - Refund Granted?

Yes No

3 - Refund Paid and enrolment cancelled?

Yes No

Comments

Date

Signature