

Refund Application Form – International Students

Student Name			
Student ID			
Address			
Email Address			
Contact No			
Course			
Course Start Date		Course End Date	

I wish to apply for a refund for the tuition fees paid for the course described above and my reasons for applying for a refund are:

Please Tick Box	Refund Reason	Type of Refund (Tuition Fees)
<input type="checkbox"/>	Visa refused prior to course commencement	Full Refund
<input type="checkbox"/>	Withdrawal prior to agreed start date	Full refund of pre-paid tuition fees
<input type="checkbox"/>	Withdrawal after course commencement	No Refund of pre-paid fees
<input type="checkbox"/>	Withdrawal after course commencement (with confirmed extenuating circumstances)	Refund of unused tuition fees

Please note:

- Refund will be as per Victorian Institute of Education's Policies and Procedures.
- Refund will be after deducting the administrative charges.
- Where the student breaches Victorian Institute of Education's Policies and Procedures, no refund is payable.

Applicant's Signature: _____ *Date:* _____

Refund Application processed?	Yes	No
Refund Granted?	Yes	No
Refund Paid and enrolment cancelled?	Yes	No
Default notification provided to TPS as required?	Yes	No
Outcome of refund process reported to TPS?	Yes	No
Comments		
Student Name		
Signature		
Date		