



**REFUND APPLICATION FORM**

This form must be used to apply for a refund. Please complete this form and return it to our office either by post or in person. This form must be completed in uppercase.

<b>Student Name:</b>	<b>Date:</b>	/ /
<b>Student ID:</b>	<b>Course undertaking:</b>	
<b>Refund Reason (Please Tick One)</b>		
<input type="checkbox"/> Visa Refused ( <i>Full Refund of paid tuition fees</i> )		
<input type="checkbox"/> Withdrawal at least 4 weeks prior to agreed start date ( <i>Full Refund of paid tuition fees</i> )		
<input type="checkbox"/> Withdrawal less than 4 weeks prior to agreed start date ( <i>50% Refund of paid tuition fees</i> )		
<input type="checkbox"/> Course withdrawn by Mid City College ( <i>Full Refund</i> )		
<input type="checkbox"/> The Mid City College is unable to provide the course for which the original offer was made ( <i>Full Refund</i> )		

**Please state why you wish to apply for a refund ... (Don't forget to provide evidence to back your claim)**

.....

.....

.....

**Note:** For refund of Overseas Student Health Cover (OSHC) students will be required to apply directly to OSHC Provider for reimbursement of monies paid.

Refund Student	Refund Agent (Agent Name)
<b>Payment details for bank cheque/bank draft</b>	
Mr/Mrs/Ms:	
Address:	
Country:	
Postcode:	
Telephone:	Mobile:
Fax:	
Email:	
<b>Payment details for electronic payments</b>	
Account Name:	
Bank or BSB Number:	Account Number:
Bank Name:	
Bank Address:	Swift Code:



**SCOPE**

This policy applies to all new and re-enrolling students of the Mid City College unless otherwise stated and also applies to any staffs who are involved in student course fee refund process.

**POLICY & PROCEDURE**

Mid City College reserves the right to cancel or postpone any courses prior to their scheduled commencement dates, should it be necessary. In such circumstances, if the course is postponed by more than 4 weeks, and if a student is unable to enroll in a similar course at College, all fees will be refunded.

Government Legislation requires tuition fees to be refunded in full if

- The course does not start of the agreed starting date which is notified in the Offer Letter
- The course stops being provided after it starts and before it is completed
- The course is not provided fully to the student because the Mid City College has a sanction imposed by a government regulator
- If the course defaults, refunds will be granted in accordance with the provisions of the ESOS Act 2000 and the ESOS Regulations 2001

Refunds under the above conditions will be paid in full to the student within 14 days.

The Mid City College may arrange for another course, or part of a course, to be provided to Students at no (extra) cost to the student as an alternative to refunding course money. Where the Student agrees to this arrangement, the Mid City College will not be liable to refund the money owed for the original enrolment.

**Mid City College Student Acceptance Agreement**

In making a contract to enroll in a course(s) at the Mid City College the Applicant acknowledges:

- That the information provided by the Applicant in their application is complete and correct.
- Agrees to be bound by the Mid City College rules and regulations and any amendments made to the rules and regulations.
- Agrees to undertake a testing requirement prior to any course entry, if deemed necessary by the Mid City College.
- Agrees to observe the Department of Immigration and Border Protection (DIBP) Student visa requirements.
- Agrees to pay all fees required on or by the due date as notified in writing by Mid City College or as per the invoice.
- The Mid City College will access these fees in accordance with the procedures established by the State Government and the Australian Department of Education, Employment and Workplace Relations (DEEWR).
- The Mid City College reserves the right to accept or reject any application for enrolment at its discretion.
- The Mid City College reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and, in that event, shall refund all payments received from the Applicant.
- Refunds are made in accordance with the policy below and full refunds of amounts owed to the student will be made within 14 days.

Enrolment Fee	Non-refundable
<b>Tuition Fees</b>	
Visa refused prior to course commencement	Full refund (Proof of visa refusal to be submitted with Refund Application Form)
Withdrawal at least 4 weeks prior to agreed start date	Full refund*
Withdrawal less than 4 weeks prior to agreed start date	50% refund*
Withdrawal after the agreed start date	No refund
Visa cancelled due to actions of the student	No refund
Course withdrawn by Mid City College	Full refund including enrolment fee
The Mid City College is unable to provide the course	Full refund

- The Mid City College reserves the right to withhold granting the Award attained by the student, if student fee remained

**Outstanding.**

- The Refund Policy applies equally to all students including students who have Permanent residency or Australian Citizenship.
- This agreement and the availability of complaints and appeal processes does not remove your right to take action under Australia’s consumer protection laws.
- The Mid City College’s complaints and appeals policy do not circumscribe the student’s right to pursue other legal remedies.
- Refer to the complaints and appeals procedure on the Mid City College Website if you wish to appeal this refund policy.
- The Mid City College will refund any monies due to the student, to student’s education agent (where applicable).
- Any information that you provide to Mid City College or the information Mid City College collects about you can be given to authorized state and Commonwealth agencies and ESOS Assurance Fund Manager.



**\*Refunds granted may incur an education agent's fee.**

**\*\*Except 'Visa refusal' prior to course commencement.**

**Declaration**

**I declare that the information provided by me is true and complete. I have read and understood the refund policy attached to Mid City College and acknowledge that my refund will be processed according with that policy.**

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Refund Outcome (Staff use only)**

<b>Approved</b>	<b>Not Approved</b>	<b>Reason for Outcome:</b>
<b>If Approved, please write the amount refunded</b>		<b>AUD:</b>