



<b>Office Use Only</b>	
Date Received	Initials
___/___/___	

## Refund Application Form

<b>Date:</b>	
<b>Student Name:</b>	
<b>Address:</b>	
<b>Course:</b>	
<b>Course Start Date:</b>	

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

Please Tick	Refund Reason	Type of refund
<input type="checkbox"/>	Application for enrolment refused by AITI.	All tuition fees paid, less a A\$250 administration fee
<input type="checkbox"/>	Evidence provided that Student Visa application was rejected by the Australian Department of Immigration before or after course commencement *	All unused tuition fees paid, less a A\$250 administration fee
<input type="checkbox"/>	Student visa cancelled or refused by the relevant authority due to non-compliance on the part of the student with the rules and regulations set by the Australian Government*	No refund
<input type="checkbox"/>	Written notice of withdrawal provided at least 10 weeks before the commencement of the course.	All tuition fees paid, less a A\$250 administration fee
<input type="checkbox"/>	Written notice of withdrawal provided more than six weeks and up to ten weeks before the commencement of the course.	70% of the tuition fees paid, less a A\$250 administration fee
<input type="checkbox"/>	Written notice of withdrawal provided more than four weeks and up to six weeks before the commencement of the course	50% of the tuition fees paid, less a A\$250 administration fee
<input type="checkbox"/>	Written notice of withdrawal provided less than 28 days prior to the commencement of the course	25% of the tuition fees paid, less a A\$250 administration fee
<input type="checkbox"/>	AITI is unable to provide the course for which the original enrolment and payment has been made before the commencement date	Full refund or rescheduled enrolment
<input type="checkbox"/>	AITI is unable to continue providing the course for which the original enrolment and payment has been made after the commencement date	Refund of unused tuition fees or rescheduled enrolment
<input type="checkbox"/>	EFTPOS and/or credit card payment surcharge and any transaction fees	No refund
<input type="checkbox"/>	Application Fee	No refund
<input type="checkbox"/>	Library Deposit	Full refund
<input type="checkbox"/>	Overpayment of tuition fees	Full refund of over payment amount
<input type="checkbox"/>	Re-sitting Mock Test Withdrawal	All fees, less a A\$100 administration fee
<input type="checkbox"/>	Other (please specify): _____	

**Note:** \*These points refer to International students only.

**Please note:** No refund is payable where the student breaches AITI Policies and Procedures or where a student withdraws after course commencement without special or extenuating circumstances.

Document name	Refund Application Form			Version no	1.4	Page	1 of 2
AITI	Issue date	10/2016	Review date	10/2017	Regulations	SRT0 5.3 ESOS 3.2	
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Payment Details			
<input type="checkbox"/> <b>Bank Cheque</b>			
Cheque payable to:			
Address:		Telephone:	
Country:	Postcode:	Mobile:	
Email:		Fax:	
<input type="checkbox"/> <b>Electronic Payments in Australia</b>			
Name of account holder:			
BSB Number:		Account number:	
Bank Name:			
<input type="checkbox"/> <b>International Electronic Payments (please be noted bank fee may apply)</b>			
Country:		Name of account holder:	
Full account number:		Bank name in full:	
Branch address:		Swift code:	

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

AITI Office Use Only (Admission/Finance)			
<input type="checkbox"/> Pre arrival/commencement refund			
<input type="checkbox"/> Post commencement refund			
Student Number:			
First Name:		Last Name:	
Received by:		Date received:	
Refund approved by:		Date approved:	
Refund sent to student:		Date sent:	
Total amount received:	Deductions:	Amount payable:	
A\$	A\$	A\$	
Refund paid by:		Date paid:	
Refund paid via:			