

Tuition Fee Refund Application Form – International Students

Important Information

This form applies to all international students seeking a refund of tuition fees. It should be read in conjunction with the following policies:

- Tuition Fee Refund Policy for International Students
- Deferral, Suspension or Cancellation of Enrolment Policy
- Admissions Policy for International Students
- Academic Integrity & Conduct Policy
- Grievance & Appeals Policy
- Special Consideration Policy

Policies and forms can be found on the Collarts website at <https://international.collarts.edu.au/faq> or <https://www.collarts.edu.au/faq#handbook>

International students on a student visa should be aware that receiving a tuition fee refund for any unit of study may affect the duration of their course of study and therefore the length of their student visa. Any changes to the duration of the course of study as a result of course credit will be reported to the Department of Home Affairs (DHA) via PRISMS. To check the conditions of a student visa please visit the DHA website at: <https://www.homeaffairs.gov.au> or call 131 881.

Grounds for Approval of Application Request

The Tuition Fee Refund Policy for International Students outlines the grounds for a refund of tuition fees. Collarts will only consider applications for tuition fee refunds after the relevant Commencement Date where there are special circumstances which make it impracticable for the student to complete the requirements of the unit/s of study such as:

- Medical circumstances
- Family circumstances
- Personal circumstances
- Employment related circumstances
- Course-related circumstances

The Application Process

To be eligible for a tuition fee refund, a student must withdraw (cancel their enrolment) in a course of study or unit of study, or suspend their enrolment to take a leave of absence, on or before the relevant Commencement Date by lodging the appropriate form with Student Services in accordance with the *Deferral, Suspension & Cancellation of Enrolment Policy* available for download via the Collarts website at <https://www.collarts.edu.au/faq#handbook>

Having lodged the appropriate form to withdraw or suspend enrolment to take a leave of absence, international students seeking a refund of tuition fees must lodge this Application for Fee Refund form with Student Services. A fee refund is not an automatic result of withdrawing or cancelling enrolment.

All supporting documentation should be attached to the completed form as either copies certified by a Justice of the Peace or presented as originals to Student Services who will copy and witness the documents as true copies, returning the originals to the student. Collarts will only consider an application complete and eligible for assessment if all sections have been completed, the form signed and the above documentation attached.

Assessment & Notification of Outcome

On receipt of your completed application, Collarts will assess the request in accordance with the college Tuition Fee Refund Policy for International Students and advise you of the outcome in writing within fifteen working days. If the application is approved, the student will receive an Approval of Fee Refund Letter via email advising the decision in writing and confirming how the refund will be paid. The application and assessment decision will be kept on the student file.

If the application is denied, the student will be issued a Refusal of Fee Refund Letter via email advising the reasons for refusal and their right to appeal the decision. Students wishing to make an appeal should refer to the college *Grievance & Appeals Policy* which can be found on the Collarts website <https://www.collarts.edu.au/faq#handbook>

Lodging the Application Form


You can lodge your completed application ie. including all supporting documentation to Student Services by one of the following means:

In person: To any Collarts campus reception or Student Services Office.

By email: support@collarts.edu.au

Privacy Statement

Collarts is committed to the protection of privacy in accordance with the Privacy Act 1988. Collarts collects, stores and uses personal information only for the purposes of administering student admissions, enrolment and education. All information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal and regulatory compliance requirements of Collarts as a higher education provider. For more information on our approach to privacy, please refer to our Privacy Policy in the Student Handbook.

LODGEMENT RECEIPT received by Collarts for assessment	
Collarts 	Date:
	Name:
Student Number:	

Please retain this cover sheet for your records.

Tuition Fee Refund Application Form

PERSONAL DETAILS

First Name:	Last Name:
Student ID Number:	Contact Phone Number:
Program:	

REFUND REQUEST

I am applying for:	<input type="checkbox"/> Fee Refund	<input type="checkbox"/> Partial Fee Refund
List the units for which a refund is sought:		

REASON FOR REFUND REQUEST

I am applying on the following grounds as outlined in the *Tuition Fee Refund Policy for International Students*:

- Withdrawal of an Offer by Collarts on/before Commencement Date
- Withdrawal of Enrolment on/before Commencement Date
- Withdrawal of Enrolment after Commencement Date
- Changes to Enrolment (granting of Advanced Standing; transfer to another course at Collarts)
- Special Circumstances after the Commencement Date as outlined below
- VISA refused by the Department of Home Affairs

*Supporting evidence &/or documentation should accompany all claims stated above.

STUDENT DECLARATION

Have you attached the relevant documentation to support your application which could include but not be limited to:

- Medical certificate or letter from a medical professional, who is not a family member
- Letter from a social worker, lawyer or psychologist, who is not a family member
- Death notice, certificate or obituary and evidence of relationship
- Police report
- Statutory declaration from applicant or someone relevant to the circumstances
- Jury summons notice
- Notification from the Department of Defence, Department of Justice and Community Safety or Emergency Services

*Please note your application will not be deemed complete or assessed until this documentation is provided.

AUTHORISATION

*I declare that the information provided by me is true and correct. I have read and understood the information contained on this form, and the **Tuition Fee Refund Policy for International Students** as published in the Collarts website:*

<https://international.collarts.edu.au/faq> or <https://www.collarts.edu.au/faq#handbook>

Student Signature: _____ Date: _____

Dean/Delegate Signature: _____ Date: _____

OFFICE USE ONLY

Staff Name:	<input type="radio"/> Approved <input type="radio"/> Declined	<input type="radio"/> Profile Updated	<input type="radio"/> Notification Sent
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PROCESSING REFUNDS

Where an 'Application for Fee Refund' is successful the refund is processed by the same method in which the tuition fees were originally paid. Where the original payment was made by credit card, the refund must be re-credited to the same credit card. Alternatively, it can be paid by EFT but in accordance with banking regulations, it cannot be paid to a different credit card. Refunds cannot be paid in cash.

Beneficiary details

Beneficiary name:

Beneficiary country:

Account number / IBAN:

Beneficiary address:

Beneficiary bank details-

SWIFT/BIC code:

Beneficiary bank country:

Payment currency: