



# REFUND APPLICATION FORM



**ALPHA TRAINING COLLEGE**

RTO Number: 45145

CRISCOS ID: 03633J

Email: [alphatrainingcollege@gmail.com](mailto:alphatrainingcollege@gmail.com)

# Refund Application form/Course Withdrawal Form

<b>Student's Personal details:</b>					
Full name					
Student Id:					
Course code and Name					
Start date of study		End date of study			
Address					
Phone no		Mobile			
Email					
<b>Please tick the reason for request below:</b>					
<p>I wish to apply for a refund for my tuition fees paid for course described above.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Work Commitments  <input type="checkbox"/> Medical Grounds  <input type="checkbox"/> Staff quality inadequate  <input type="checkbox"/> Transferred to another provider (provide admission documents)  <input type="checkbox"/> Medical reasons  <input type="checkbox"/> Other; Please Specify _____             </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Financial Circumstances  <input type="checkbox"/> Insufficient study resources and facilities  <input type="checkbox"/> Transferred to another course within AICA             </td> </tr> </table> <p>(Note: No withdrawal will be approved unless all outstanding fees are paid.)</p> <p>International students must state the reason for withdrawing from a course at Alpha International College Australia (AICA).</p>				<input type="checkbox"/> Work Commitments <input type="checkbox"/> Medical Grounds <input type="checkbox"/> Staff quality inadequate <input type="checkbox"/> Transferred to another provider (provide admission documents) <input type="checkbox"/> Medical reasons <input type="checkbox"/> Other; Please Specify _____	<input type="checkbox"/> Financial Circumstances <input type="checkbox"/> Insufficient study resources and facilities <input type="checkbox"/> Transferred to another course within AICA
<input type="checkbox"/> Work Commitments <input type="checkbox"/> Medical Grounds <input type="checkbox"/> Staff quality inadequate <input type="checkbox"/> Transferred to another provider (provide admission documents) <input type="checkbox"/> Medical reasons <input type="checkbox"/> Other; Please Specify _____	<input type="checkbox"/> Financial Circumstances <input type="checkbox"/> Insufficient study resources and facilities <input type="checkbox"/> Transferred to another course within AICA				



AICA is obliged to report the withdrawal and the reason to DHA (Department of Home Affairs).

All supporting documents should be attached to this form.

Please refer to the Refund Policy for any applicable refunds.

Additional Comments:

---

---

---

---

### COURSE FEE REFUND TABLE

<i>Please Tick</i>	<i>Refund circumstances</i>	<i>Refund of Tuition Fees paid</i>	<i>Refund of Material Fees</i>	<i>Application/ enrolment Fee</i>
<input type="checkbox"/>	Withdrawal at least <b>12</b> full weeks prior to agree start date.	100%	100%	No refund
<input type="checkbox"/>	Withdrawal between <b>6</b> to <b>11</b> full weeks prior to the agreed Start Date.	50%	100%	No refund
<input type="checkbox"/>	Withdrawal in <b>5</b> full weeks or less	No refund	No refund	No refund
<input type="checkbox"/>	Withdrawal after course start date	No refund	No refund	No refund



<input type="checkbox"/>	Course withdrawn by the college	100%	100%	100%
<input type="checkbox"/>	Application rejected by the college	100%	100%	100%
<input type="checkbox"/>	The course is not provided fully to the student because the college has a sanction imposed by a government regulator.	Refund of unused portion of tuition fees for future terms	No refund	No refund
<input type="checkbox"/>	Visa refused prior to course commencement	Total amount of the pre-paid fees received by AICA for the course in respect of the student course less the following amount  (a) 5% of the total amount of pre-paid fees that the college received in respect of the student for the course before the default day; or  (b) a maximum sum of \$500 whichever is lesser	100%	100%



<input type="checkbox"/>	<p>Visa is refused after commencement of studies due to not meeting visa requirements</p>	<p>The refund amount = weekly tuition fee x the number of weeks in the default period</p> <p>a. The weekly tuition fee = total tuition fee for the course/ number of calendar days in the course x 7. This amount is rounded up to the nearest whole dollar.</p> <p>b.The number of weeks in the default period = number of calendar days from the default day to the end of the period to which the payment relates /7</p>	<p>The refund amount = weekly material fee x the number of weeks in the default period</p> <p>a. The weekly material fee = total material fee for the course / number of calendar days in the course x 7. This amount is rounded up to the nearest whole dollar.</p> <p>b.The number of weeks in the default period = number of calendar days from the default day to the end of the period to which the payment relates/7</p>	<p>No refund</p>
<input type="checkbox"/>	<p>RPL fee</p>	<p>No refund if Statement of Attainment 'is provided</p>	<p>No refund</p>	<p>No refund</p>
<input type="checkbox"/>	<p>Visa refused due to submission of fraudulent documents by or on behalf of the student</p>	<p>No refund</p>	<p>No refund</p>	<p>No refund</p>
<input type="checkbox"/>	<p>Withdraws from the course without notification or breaches their Visa conditions</p>	<p>No refund</p>	<p>No refund</p>	<p>No refund</p>



<input type="checkbox"/>	Withdrawal after the agreed start date	No refund	No refund	No refund
<input type="checkbox"/>	Visa cancelled due to actions of the student	No refund	No refund	No refund
<input type="checkbox"/>	Student abandons the course	No refund	No refund	No refund
<input type="checkbox"/>	The college cancels an enrolment due to serious student misconduct	No refund	No refund	No refund

Note: If your enrolment falls within no refund time lines before the agreed start date of the course and you decide to withdraw from the course, then there will be no refund.

For example: If a student enrolls in week 5 before course start date, he/she will not be eligible for refund if student withdraws from the course as enrolment falls in no refund time period of 5 weeks prior to the agreed start date of the course.

Please approach the finance department for approval on this application prior to final submission.

<b>Student can specify person(s), other than themselves who can receive a refund in respect of the student identified in the written agreement, consistent with the ESOS.</b>	
<b>Full name of person</b> authorized receive refund on behalf of you	
<b>Address and contact detail</b> of authorized person	



## Student Declaration

- I have read and understood the policies and procedure for refund at Alpha International College Australia (AICA).
- I am aware about the terms and conditions applied with the amount of refund received by me as mentioned in the AICA Refund policy.
- I have been informed and understand that withdrawing from this course might affect my Visa status. I have been informed to contact DHA for any visa related queries.

<b><i>Student's Signature</i></b>		<b><i>Date</i></b>	
-----------------------------------	--	--------------------	--

---

***For Office use only***

<b><i>Refund Application Processed by:</i></b>		
<b><i>Compliance Manager approval</i></b>		
<b><i>Request received</i></b>		
<b><i>Request processed</i></b>		
<b><i>Decision Granted</i></b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Entered PRISMS (If Yes)		
Entered on SMS(If yes)		



**ALPHA  
INTERNATIONAL COLLEGE**

---

Level-8 500 Collins Street Melbourne VIC-3000

Phone : 03 8390 1019

Email : [alphatrainingcollege@gmail.com](mailto:alphatrainingcollege@gmail.com)