

Refund Application Form

Student Personal Details			
Full Name Student			
ID Course Code and			
Name			
Start Date of Study		End Date of Study	
Address			
Phone no		Mobile	
Email			
Please Tick the Reason for Request Below			
I wish to apply for a refund for my tuition fees paid for course described above. ☐ Work Commitments ☐ Financial Circumstances ☐ Medical Grounds ☐ Insufficient study resources and facilities ☐ Staff quality inadequate ☐ Transferred to another course within Pacific College. ☐ Transferred to another provider ☐ Medical reasons ☐ Visa Cancellation ☐ Other; Please Specify _____ (Provide admission documents) (Note: No withdrawal will be approved unless all outstanding fees are paid) International students must state the reason for withdrawing from a course at Pacific College Sydney Pty Ltd. Pacific College 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:			

PCS COURSE FEE REFUND TABLE				
Please Tick	Refund circumstances	Refund of Tuition Fees paid	Refund of Material Fees	Application/enrolment Fee
☐	Withdrawal at least 12 full weeks prior to agree start date.	100%	100%	No refund
☐	Withdrawal between 6 to 11 full weeks prior to the agreed Start Date.	50%	100%	No refund
☐	Withdrawal in 5 full weeks or less	No refund	No refund	No refund
☐	Withdrawal after course start date	No refund	No refund	No refund
☐	Course withdrawn by the institute	100%	100%	100%
☐	Application rejected by the institute	100%	100%	No Refund
☐	The course is not provided fully to the student because the institute has a sanction imposed by a government regulator.	Refund of unused portion of tuition fees for future terms	No refund	No refund
☐	Visa refused prior to course commencement	Total amount of the pre-paid fees received by Pacific College for the course in respect of the student course less	100%	100%

		the following amount (a) 5% of the total amount of pre-paid fees that the institute received in respect of the student for the course before the default day; or (b) a maximum sum of \$500 whichever is lesser		
□	Visa is refused after commencement of studies due to not meeting visa requirements	The refund amount = weekly tuition fee x the number of weeks in the default period 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. b. The number of weeks in the default	No Refund	No refund

		period = number of calendar days from the default day to the end of the period to which the payment relates		
☐	RPL fee	No refund if' Statement of Attainment 'is provided	No refund	No refund
☐	Visa refused due to submission of fraudulent documents by or on behalf of the student	No refund	No refund	No refund
☐	Withdraws from the course without notification or breaches their Visa conditions	No refund	No refund	No refund
☐	Withdrawal after the agreed start date	No refund	No refund	No refund
☐	Visa cancelled due to actions of the student	No refund	No refund	No refund
☐	Student abandons the course	No refund	No refund	No refund
☐	The institute cancels an enrolment due to serious student misconduct.	No refund	No refund	No refund

Note: If your enrolment falls within no refund timelines 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 administration department for approval on this application prior to final submission.

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.	
Full name of person authorised receive refund on behalf of you	
Address and contact detail of authorised person	
Bank Details	Bank Name: Account Name: BSB: Account No.:
Student Declaration	
☐ I have read and understood the policies and procedure for refund at Pacific College Sydney Pty Ltd of ☐ I am aware about the terms and conditions applied with the amount of refund received by me as mentioned in the PCS's 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.	

Student Signature		Date	
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For Office Use Only

	Signature	Date
<i>Request Received</i>		
<i>Refund Application Processed by</i>		
<i>Operation or Compliance Manager approval</i>		
<i>Decision Granted</i> ☐ Yes ☐ No		
Entered PRISMS (If yes)		
Entered Student Management System (If yes)		