

# Refund Application Form

## Applicant Details:

First Name  Last Name

Date of Birth  Student ID Number (If applicable)

Address

E-mail  Phone No.

## Refund conditions for Student defaults

Tick Box	Reason for asking Refund	Refund protocols in place
	Registration Fee, Administration Fee, and any other non-tuition fees	No refund of Registration Fee, Administration Fee, and any other non-tuition fees
	Withdrawal at least 60 days or more prior to the course commencement date	5% of the tuition fees initially paid or \$500 (whichever is lower) will be deducted from the total tuition fees paid against the application processing fees. The remaining tuition fees will be refunded back. Registration Fees, Administration fees, and any other non-tuition fees won't be refunded.
	Withdrawal less than 60 days but more than 28 days prior to the agreed start date of the enrolled course as indicated on the current Letter of Offer	50 % of Tuition fees refunded Registration Fees, Administration Fees, and any other non-tuition fees won't be refunded.
	Withdrawal less than 28 days prior to the agreed start date of the enrolled course as indicated on the current Letter of Offer	No refund of Registration Fees, Administration Fees, Tuition fees, and any other non-tuition fees
	*Withdrawal after course commencement	No refund of Registration Fees, Administration Fees, Tuition fees, and any other non-tuition fees. Tuition fees are not based on study periods.
	Residency status change from International to Permanent resident (Provide application along with proof of visa status changes with copies from passport)	Fee status will change from the next course (If the residency status has changed after the start of the current course). No Refund is applicable for the currently enrolled course that has already commenced.
	Airport pick-up	No refund
	Home stay fees and accommodation booking fee	No refund

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	OSHC Refund Policy (Calculation of refund will be done as per the provider policy)	If Mint International College has organized the OSHC, we will refund the OSHC directly to the student under following conditions: <ul style="list-style-type: none"> <li>• Calculation of refund will be done as per the provider policy</li> </ul>
	Overpayment	Full refund of the <b>overpaid amount</b> (Any amount paid over and above the Registration fees/Administration fees/ Course fees/Tuition fees/ Material fees mentioned in the Written Agreement)

## Refund Calculator:

#Refund Calculator (ESOS Calculation of refund specifications)- In the following refund circumstances, this calculator may apply:

For subsection 47E (2) of the Act, the amount of a refund is calculated as follows:

refund amount = weekly tuition fee × weeks in default period

Source: <https://www.legislation.gov.au/Details/F2014L00907>

## Other Refund Conditions

Tick Box	Reason for asking Refund	Refund protocols in place
	Visa refused prior to commencement, Visa extension refused or Visa cancelled due to actions of the student (off-shore & on-shore students)	<b>Student must apply for cancellation of the course/s prior to the commencement and submit a visa refusal letter:</b> 5% of the tuition fees initially paid or \$500 (whichever is lower) will be deducted from the total tuition fees paid against the application processing fees. The remaining tuition fees will be refunded back. Registration Fees, Administration Fees, and any other non-tuition fees won't be refunded. <b>In case, Student applies for cancellation of the course/s after the commencement and submits visa refusal letter:</b> If a student applies for cancellation after the course commencement, then a refund will be calculated as per the refund amount calculator# and there will be no refund on any non-tuition fees paid.
	Visa extension refused/ Visa cancelled due to actions of the student (after the course commences – on-shore students)	Refund will be calculated as per refund amount calculator#.
	College is unable to provide the course for which the original offer was made before commencement (Provider default)	A full refund of course fees
	Course withdrawn by the College after commencement (Provider default)	Calculation as per Refund amount calculator# (Default period of Provider taken in count)

## Definition:

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Weekly Tuition Fees	Total tuition fees for the course/number of calendar days in the course 7
Weeks in default period	Number of calendar days from the default day to the end of the period to which the payment relates 7
Refund amount	Weekly tuition fees X Weeks in default period
Course Fees	The sum of Tuition and Non-Tuition fees except Registration fee and Administration fee

Refund Conditions for Withdrawal After Course Commencement- Extenuating circumstances for the students who have paid full tuition fees of the course before the course commencement:

\* Students may have extenuating circumstances that prevent them from attending scheduled course dates that may include but are not limited to illness, family or personal matters, moving back to the home country with an intention of not coming back to Australia on the same visa (with confirmed one-way ticket and evidence of student withdrawal submitted to Department of Home Affairs), which will be verified by the College before processing the refund) or other reasons that are out of the ordinary. Where evidence can be successfully provided to support the student's circumstances, in such circumstances, a refund will be calculated as per the refund calculator for a refund of unused course fees which can be issued. This decision of assessing the extenuating circumstances is at the discretion of the CEO and shall be assessed on a case-by-case situation. Please note that the student is not eligible to apply for any refund in case of change of mind that may include but is not limited e.g., change of course or transfer to the other provider in the same or different city due to any reason.

**\*\*Course Fees = Sum of Tuition and Non-Tuition fees except Registration fee and Administration fee.**

**Please note:**

Where the student breaches Mint International College 's Policies and Procedures no refund is payable.

*Scholarship, promotional fees, or discount to any course is provided to the student with the intention that they will complete the course and/or course package. In case of any cancellations and whenever there is a fee refund, the reduced fees will be added back and the refund amount will be calculated as per the listed course fees on Website, Handbook, or <https://cricos.education.gov.au/>.*

**Student Declaration**

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- I have read and understood Mint Training Pty Ltd T/A Mint International College Fees & Refund Policy and Procedure.
- I understand that I have the right to appeal the calculated amount.
- I understand that Mint Training Pty Ltd T/A Mint International College will not transfer any funds to a third party unless I explicitly request it in writing, in which case Mint Training Pty Ltd T/A Mint International College shall be released of any responsibility in relation to the refund once the funds have been transferred as requested.

Please provide your account details or the account details of the nominated third party whom you wish the refund amount to be transferred.

**Bank Details:**

<b>Bank Name</b>	
<b>Account Name</b>	
<b>Account Number</b>	
<b>BSB Code</b>	
<b>SWIFT Code</b>	
<b>Bank Address</b>	

Date.....

Signature.....

RTO 21524 CRICOS 03700C