

## APPLICATION FOR REFUND

**Application Date:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Course:** \_\_\_\_\_

**Course Start Date:** \_\_\_\_\_

I wish to apply for a refund for my tuition fees paid for course described above.

My reasons for applying for a refund are:

Please tick Box as appropriate		
<input type="checkbox"/>	If an application for a student visa is rejected for an international student applying for enrolment, then all course fees will be refunded in full provided that documentary evidence is supplied within twenty-eight (28) days of visa rejection date. The Application/Enrolment fee is not refunded.	
<input type="checkbox"/>	<p><b>Conditions under which Danford College will refund course fees:</b></p> <ul style="list-style-type: none"> <li>▪ If the offered course does not start on the scheduled starting date or an alternative agreed starting day.</li> <li>▪ If the course ceases to be provided after the course starts but before the course is completed</li> <li>▪ If a course is not provided fully to the student because we have had a sanction imposed by either ASQA or Department of Education under either the Standards for Registered Training Organisations 2015 and/or the Education Services for overseas Students Regulations 2019 and the student has not withdrawn prior to provider default.</li> </ul> <p>In the unlikely event that Danford College is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within twenty (20) working days of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by an alternative provider at no extra cost to you.</p>	

	<p>You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.</p> <p>If Danford College is unable to provide a refund or place you in an alternative course, the Tuition Protection Service will attempt to place you in a suitable course. The placement in another course or a refund of all unspent pre-paid tuition fees paid by the student will be made in accordance with the requirements of the Tuition Protection Service.</p>	
<input type="checkbox"/>	<p><b>Refunds paid if a student does not commence or withdraws from the course:</b></p> <p>If a student withdraws from a course at any time after the commencement date of the course <b>No Refund</b> will be made.</p> <p>If the student withdraws prior to the commencement date Danford College will refunded the total course fees received from the student paid prior to either the course commencement date or the student withdrawal date as per the following</p> <ul style="list-style-type: none"> <li>• Student withdraws more than 60 days before course commencement date - All fees paid are fully refundable less Enrolment fees of A\$200</li> <li>• Student withdraws less than 60 days but more than 28 days before course commencement date - 70% of the tuition fees and 100% of course material fees are refundable less enrolment fees of AUD\$200</li> <li>• Student withdraws less than 28 days before course commencement date - There is no refund of any monies paid to Danford College</li> </ul>	
<input type="checkbox"/>	<p>Compulsory health insurance (OSHC)</p>	<p>Refer to OSHC provider for queries and refund</p>



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Head Office - William Street Campus  
Level 8, 277 William Street Melbourne 3000 VIC  
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Level 7, 310 King Street, Melbourne 3000 VIC  
Ph: +61 3 9642 1667 | Fax: +61 3 9642 2664  
admissions@danford.edu.au  
www.danford.edu.au

Star Gazers Education Pty Ltd T/AS Danford College  
ABN 80 125 139 433 | ACN 125 139 433 | RTO: 21979 | CRICOS: 02996A

**Refund to: Recipient Details**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact number:** \_\_\_\_\_

**Method of payment:**

Cheque (sent to above address)  Cheque ( Collect from reception)  Bank transfer

**Bank details:**

**Bank name:** \_\_\_\_\_

**Bank Address:** \_\_\_\_\_

**Account holder's name:** \_\_\_\_\_

**BSB number:** \_\_\_\_\_ **Account number:** \_\_\_\_\_

**Swift code:** \_\_\_\_\_ **Refund Amount:** \_\_\_\_\_

The completed form should be submitted to Student Services and will be processed with 20 working days.

***Please note that where the student withdraws from the course without notification or breaches his/her Visa conditions, no refund is payable.***

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY**

**Date received:** \_\_\_\_\_ **Amount Payable:** \_\_\_\_\_

**APPROVED / NOT APPROVED**

**Sign Finance Manager: ..... Date: .....**



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Reasons why an Application for Refund cannot be processed:

- The funds for the refund are not available (cheques have not cleared; telegraphic transfers have not been received); and
- If enrolled, you have not submitted or applied for cancellation at Danford College.
- The signature of the student does not match the signature of the student on file.
- Copies of supporting documents are not officially certified.

For refund of Overseas Student Health Cover (OSHC) students who have commenced their studies will be required to apply to the OSHC provider directly for reimbursement of monies paid.



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Please fill in below authorisation if you would like someone else to receive refund on behalf of you.

### Refund Authority

Refund to: Student Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact number: \_\_\_\_\_

Course Start Date: \_\_\_\_\_

I wish to apply for a refund for my tuition fees paid for course described above and hereby given authority for this refund to be paid to the following recipient.

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

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