

### Refund Application form

Student's Personal details:			
<b>Full Name:</b>			
<b>Student ID:</b>			
<b>Course Code and Name:</b>			
<b>Start date of study:</b>		<b>End date of study:</b>	
<b>Address:</b>			
<b>Phone no:</b>		<b>Mobile:</b>	
<b>Email:</b>			
Please tick the reason for the request below:			
<p>I wish to apply for a refund for my tuition fees paid for the course described above.</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Work Commitments         </div> <div style="width: 50%;"> <input type="checkbox"/> Financial Circumstances         </div> <div style="width: 50%;"> <input type="checkbox"/> Medical Grounds         </div> <div style="width: 50%;"> <input type="checkbox"/> Insufficient study resources and facilities         </div> <div style="width: 50%;"> <input type="checkbox"/> Staff quality inadequate         </div> <div style="width: 50%;"> <input type="checkbox"/> Transferred to another course within CBM         </div> <div style="width: 50%;"> <input type="checkbox"/> Transferred to another provider (provide admission documents)         </div> <div style="width: 50%;"> <input type="checkbox"/> Medical reasons         </div> <div style="width: 50%;"> <input type="checkbox"/> Visa Cancellation         </div> </div> <input type="checkbox"/> Others; Please Specify _____			
<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 CBM. The College of Business Management Pty Ltd (CBM) is obliged to report the withdrawal and the reason to the DHA (Department of Home Affairs). All supporting documents should be attached to this form. Please refer to the Refund Policy for any applicable refunds.</p> <p>Additional Comments (If any):</p> <hr/> <hr/> <hr/>			

THE COLLEGE OF BUSINESS MANAGEMENT PTY LTD (CBM) COURSE FEE REFUND TABLE				
Please Tick	Refund circumstances	Refund of Tuition Fees paid	Refund of Material Fees	Application Fee
	Withdrawal at least <b>12</b> full weeks prior to the agreed start date.	100%	100%	No refund
	Withdrawal between <b>6</b> to <b>11</b> full	50%	100%	No refund

	weeks prior to the agreed Start Date.			
	Withdrawal in 5 full weeks or less prior to the agreed Start date.	No refund	No refund	No refund
	Withdrawal after the course start date	No refund	No refund	No refund
	Course withdrawn by the institute	100%		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 CBM for the course in respect of the student course is less than 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 period = number of calendar days from the default day to the end of the period to which the payment relates /7	No Refund	No refund
	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
	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 the course start date, he/she will not be eligible for a refund if the student withdraws from the course as enrolment falls in no refund time of 5 weeks prior to the agreed start date of the course.

Please approach the administration department for approval of this application prior to final submission.

<b>Students can specify person(s), other than themselves, who can receive a refund in respect of the overseas student identified in the written agreement;</b>	
Full name of the person authorised to receive a refund on behalf of you	
Relationship with the student	
Address and contact details of the authorised person	

Student Declaration			
<input type="checkbox"/> I have read and understood the policies and procedures for refunds at CBM.			
<input type="checkbox"/> I am aware of the terms and conditions applied with the amount of refund received by me as mentioned in the CBM Fee Payment and Refund Policy.			
<input type="checkbox"/> 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's Signature		Date	

**FOR OFFICE USE ONLY**

	Signature	Date
<b>Request received.</b>		
<b>Refund Application Processed by:</b>		
<b>Administration Manager approval</b>		
<b>Decision Granted</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Entered PRISMS (If yes)		
Entered Student Management System (If yes)		