

Refund Application Form

Student's Personal details:

Full Name: _____

Student ID: _____

Course Code and Name: _____

Start date of study: _____ **End date of study:** _____

Address: _____

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	Medical Grounds
Financial Circumstances	Staff quality inadequate
Medical reasons	Transferred to another course within Hawk Institute
Insufficient study resources and facilities	Visa Cancellation
Transferred to another provider (provide documents)	
Others; Please Specify	

(Note: No withdrawal will be approved unless all outstanding fees are paid.)

International students must state the reason for withdrawing from a course at St Albans Institute Pty Ltd t/a Hawk Institute. Hawk Institute is obliged to report the withdrawal and the reason to the Department of Home Affairs. All supporting documents should be attached with this form. Please refer to the Fee Payment and Refund Policy for any applicable refunds.

Additional Comments:

Preferred Method of Receiving Refund

Direct Transfer in Australia Account Name:.....

BSB:

Account Number:

Direct Transfer in Australia Beneficiary Name:

Bank Name:.....

Bank Account Number:.....

Bank Address:.....

Swift Code:..... Country:.....

Transfer Tuition Fees to next course.

HAWK INSTITUTE COURSE FEE REFUND TABLE

Please Tick	Refund circumstances	Refund of Tuition Fees paid	Refund of Material Fees	Application Fee
	Withdrawal at least 12 full weeks or more prior to agreed 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 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	Course withdrawn by the Institute	100%		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 the course commencement	Total amount of the pre-paid fees received by Hawk Institute 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 provider 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 the commencement of the 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 the 'Statement of Attainment' is provided	No refund	No refund

Visa refused due to submission of the fraudulent documents by or on behalf of the student	No refund	No refund	No refund
Withdrawal from the course without notification or breaching 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 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 Act.

Full name of person authorised to receive refund on behalf of you

Relationship with the student

Address and contact detail of authorised person

Student Declaration

- I have read and understood the policy and procedures for refund at Hawk Institute.
- I am aware of the terms and conditions applied with the amount of refund received by me as mentioned in the Hawk Institutes Fee Payment and Refund policy.
- I have been informed and understand that withdrawing from the above mentioned course might affect my Visa status. I have been informed to contact DHA for any visa related queries.
- I understand that my refund shall be processed within 20 working days of lodging this request.

Student's Signature

Date

For Office use only

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