



Refund Application form

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|---|-----------------------------------|---------------------------|--|
| 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: | | | |
| <p>I wish to apply for a refund for my tuition fees paid for course described above.</p> <p><input type="checkbox"/> Work Commitments <input type="checkbox"/> Financial Circumstances. <input type="checkbox"/> Medical Grounds <input type="checkbox"/> Staff quality inadequate</p> <p><input type="checkbox"/> Insufficient study resources and facilities. <input type="checkbox"/> Transferred to another course within Hawk Institute</p> <p><input type="checkbox"/> Transferred to another provider (provide documents) <input type="checkbox"/> Medical reasons. <input type="checkbox"/> Visa Cancellation</p> <p><input type="checkbox"/> Others; Please Specify _____</p> <p><i>(Note: No withdrawal will be approved unless all outstanding fees are paid.)</i></p> <p>Additional Comments:</p> <hr/> | | | |
| <p>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 Refund Policy for any applicable refunds.</p> | | | |
| Preferred Method of Receiving Refund | | | |
| <input type="checkbox"/> Direct Transfer in Australia | Account Name:..... | | |
| | BSB: | | |
| | Account Number: | | |
| <input type="checkbox"/> Direct Transfer in Australia | Beneficiary Name: | | |
| | Bank Name:..... | | |
| | Bank Account Number:..... | | |
| | Bank Address:..... | | |
| | Swift Code:..... Country:..... | | |
| <input type="checkbox"/> 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 |
| <input type="checkbox"/> | Withdrawal at least 12 full weeks or more prior to agreed start date. | 100% | 100% | No refund |
| <input type="checkbox"/> | Withdrawal between 6 to 11 full weeks prior to the agreed Start date. | 50% | 100% | No refund |
| <input type="checkbox"/> | Withdrawal in 5 full weeks or less | No refund | No refund | No refund |
| <input type="checkbox"/> | Withdrawal after the course start date | No refund | No refund | No refund |
| <input type="checkbox"/> | Course withdrawn by the Institute | 100% | 100% | 100% |
| <input type="checkbox"/> | Application rejected by the Institute | 100% | 100% | No Refund |
| <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | 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 | 100% | 100% |
| <input type="checkbox"/> | 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 | No Refund | No refund |



| | | payment relates/7 | | |
|--------------------------|---|--|-----------|-----------|
| <input type="checkbox"/> | RPL fee | No refund if the 'Statement of Attainment' is provided | No refund | No refund |
| <input type="checkbox"/> | Visa refused due to submission of the fraudulent documents by or on behalf of the student | No refund | No refund | No refund |
| <input type="checkbox"/> | Withdrawal from the course without notification or breaching their visa conditions | No refund | No refund | No refund |
| <input type="checkbox"/> | Visa cancelled due to actions of the student | No refund | No refund | No refund |
| <input type="checkbox"/> | Student abandons the course | No refund | No refund | No refund |
| <input type="checkbox"/> | 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 | |
| Address and contact detail of authorised person | |

| Student Declaration |
|--|
| <input type="checkbox"/> I have read and understood the policy and procedures for refund at Hawk Institute <input type="checkbox"/> I am aware about the terms and conditions applied with the amount of refund received by me as mentioned in the Hawk Institutes 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. <input type="checkbox"/> I understand that my refund shall be processed within 20 working days of lodging this request. |

| | | | |
|----------------------------|--|-------------|--|
| Student's Signature | | Date | |
|----------------------------|--|-------------|--|



St Albans Institute Pty Ltd t/a Hawk Institute
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Website: www.hawkinsstitute.edu.au
Email: info@hawkinsstitute.edu.au
Phone: 1300 159 461
ABN 19608522087

For Office use only

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