

Refund Application

Student Name:			
Student ID:		Date of Birth:	
Mobile and Email:		Country of origin	
Course Name:			
Course Start Date:			

Reasons of Refunds: To be completed by Student

Outline of Default Refund Arrangements (Please tick the reason of refund)		
Tick Box	Refund Reason	Type of Refund
<input type="checkbox"/>	Initial Visa refused prior to course commencement (with Department of Immigration Refusal Letter)	Full refund less Administration Fee
<input type="checkbox"/>	Dalton College is unable to provide the course for which the original enrolment and payment has been made	Full refund
<input type="checkbox"/>	Withdrawal prior to agreed start date: Notify the College more than 60 days prior the course commencement date or within cooling off period	Full refund less Administration Fee
<input type="checkbox"/>	Withdrawal prior to agreed start date: Notify the College less than 60 days and greater than 28 days prior the course commencement date	Only course material fee is refundable

	Withdrawal prior to agreed start date: Notify the college less than 28 days prior the course commencement date	No refund
	Visa refused after course commencement (with Department of Immigration Refusal Letter)	Refund of unused Tuition Fees for future study period/s
	Withdrawal after course commencement (with confirmed extenuating circumstances)	Refund of unused Tuition Fees for future study period/s
	Dalton College is unable to continuously provide the commenced course for which the payment has been made	Refund of unused Tuition Fees for future study period/s
	Withdrawal after course commencement without extenuating circumstances or cancellation of course due to student default.	No Refund (student will be invoiced for tuition fees before the date of cancellation of their COE)
	Abandonment of Course / Failure to return after scheduled break. Overseas Students withdrawing from a course of study will be reported to Department of Immigration and Border Protection, as required by law.	No refund (student will be invoiced for tuition fees before the date of cancellation of their COE)
	Student's extension of Visa is not granted.	No refund
		If entire fees is paid, refund of unused tuition fees less (fess for ongoing term and administration fee)
	Visa is cancelled due to any action of student	No refund
	RPL assessment	No refund

*****Administration fee is calculated as 5% of the amount paid or \$500 whichever is the lesser*****

NB: Please provide all the supporting evidence if applicable.

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Student Declaration

I have read and understood Dalton College's Refund Policy.

I have received the details about how my Refund has been calculated and agree to the refund calculated.
I understand that I have the right to appeal the calculated amount.

I understand that Dalton College will not transfer any funds to a third party unless I explicitly request it in writing, in which case Dalton College shall be released of any responsibility in relation to the refund, once the funds have been transferred as requested.

Name:

Signature:

Date:

Refund Payment Instruction: To be completed by student

Please Note: Payment made via Credit Card initially will be refunded back onto the same Credit Card ONLY

☐ Electronic Payment Details:

Name of the Bank:

Account Holder Name:

BSB

(Australian Bank Only):

Account Number:

SWIFT Code:

National ID

Bank Address:

Recipient Address:

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OFFICE USE ONLY

Refund Application Decision Record: Dalton College's Management to Complete

☐ Refund Approved According to Policy

☐ Refund Declined-

Refund Calculation Table: Account officer to complete

Fee Type	Amount Received	Date Received	Approved Refund%	Refund Amount
Tuition Fee				
Material Fee				
OSHC				
Less Bank and Administration Charges			-	
Total Amount Received:		Total Refund Amount Payable:		

Prepared by:

Date:

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