



Level 1, 533 Little Lonsdale Street
 Melbourne 3000
 Ph: 03 9043 1668
info@daltoncollege.vic.edu.au
www.daltoncollege.vic.edu.au

RTO: 41340/ CRICOS Provider Code: 3450E

Refund Application Form

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 \$300 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 \$300 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

Document name	Refund form	Reference to SRT0	5	
Issue date	March 2017	Review date	January 2018	Version no 1.1
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	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
	Withdrawal after course commencement (with confirmed extenuating circumstances)	Refund of unused Tuition Fees for future study period
	Dalton College is unable to continuously provide the commenced course for which the payment has been made	Refund of unused Tuition Fees
	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

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 to Australian Local Bank:**Bank Name:****Account Holder Name:****BSB:****Account Number:**

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OFFICE USE ONLY

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

- Approved Full Refund-** 100% of Tuition Fee and other Student Fees except administration Fee
- Approved Partial Refund-** % of Tuition Fee and other Student Fees except administration Fee
- Declined-** No Refund

Dalton College Accountant Signature: Date Signed:

Refund Calculation Table: Account officer to complete

Fee Type	Amount Received	Date Received	Approved Refund%	Refund Amount
Tuition Fee				
Material Fee				
OSHC				
Others				
Less Bank Charges			-	
Total Amount Received:		<input type="text"/>	Total Refund Amount Payable: <input type="text"/>	

Prepared by: Recorded on Wise net

Date: Recorded on Zero

Recorded on Prism

Refund Payment Record: Account Officer to complete

Paid Amount: Paid in (Bank Name): Bank transaction ID:

Date of Payment: Payment Prepared By:

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