Refund of Tuition Fees

Refunds due to non-delivery of course by Institute
Please note that Government Legislation requires unused portion of the pre-paid tuition fees to be refunded if:
- The course does not start at the agreed starting date which is notified in the Offer Letter.
- The course stops being provided after it starts and before it is completed.
- The course is not provided fully to the student because the Institute has a sanction imposed by a government regulator.

Refunds under the above conditions will be paid to the student within 10 working days.
The Institute may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the student as an alternative to refunding course money. The student may accept the offer in writing within 30 days. Where the student agrees to this arrangement, the Institute will not be liable to refund the money owed for the original enrolment.

Refunds based upon student application
All applications for refund must be made in writing by way of the ‘Application for Refund’ form (Available on website) and submitted to the Administration Manager for approval.
- Please note: where the student withdraws from the course without notification or breaches their Visa conditions, no refund is payable.
- Applications for refunds are to be processed by the Administration Manager within 10 working days from the date of the application.
- Refunds payable will be paid to the student within 28 days.

The assessment of refund applications shall be granted as indicated below:

<table>
<thead>
<tr>
<th>Enrolment Fee</th>
<th>Non-refundable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fees</td>
<td>VISA refusal refunds are calculated in accordance with the legislative instrument under subsection 47E(4). The calculation under subsection 47E(4) is as follows:</td>
</tr>
<tr>
<td>Visa refused prior to course commencement</td>
<td>The amount of unpaid pre-paid fees that the provider must refund the student for the purpose of subsection 47E(2) of the Act is the total amount of the pre-paid fees the provider received for the course in respect of the student less the following amount: the lesser of:</td>
</tr>
<tr>
<td>Withdrawal at least 10 weeks to agreed start date</td>
<td>(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</td>
</tr>
<tr>
<td>Withdrawal less than 10 weeks prior to agreed start date</td>
<td>(b) the sum of $500.</td>
</tr>
<tr>
<td>Visa cancelled due to actions of the student</td>
<td>50% Refund</td>
</tr>
<tr>
<td>Course withdrawn by Institute</td>
<td>No Refund</td>
</tr>
<tr>
<td>Visa Extension is refused</td>
<td>No Refund</td>
</tr>
<tr>
<td>The course is not provided fully to the student because the Institute has a sanction imposed by a government regulator</td>
<td>No Refund</td>
</tr>
<tr>
<td>Withdraws from the course without notification or breaches their Visa conditions</td>
<td>Full refund including enrolment fee</td>
</tr>
<tr>
<td>The institute is unable to provide the course for which the original offer was made</td>
<td>Refund of unused portion of tuition fees for future terms</td>
</tr>
<tr>
<td>RPL Fees</td>
<td>Refund of unused tuition fees.</td>
</tr>
<tr>
<td>Transferring to another provider</td>
<td></td>
</tr>
</tbody>
</table>

Student Declaration

1. I acknowledge that the information provided in the application is complete and correct.
2. I agree to undertake a testing requirement prior to any course entry, if deemed necessary by ANGAD Australian Institute of Technology, and adhere to any other pre-requisite identified above.
3. I have read all the pre-enrolment information referred to the International Student Information Booklet.

Personal Information
Personal information may be collected and disclosed to relevant bodies which may include verification of a student’s previous qualifications, Commonwealth and State Agencies and Department of Immigration and border protection regarding change in enrolment details or in case of a breach of the visa conditions such as unsatisfactory course progress.
For any other third party the Institute will only release student information with the written consent of the student. ANGAD Australian Institute of Technology will endeavour to take all reasonable steps to protect personal information from misuse, loss or unauthorised access, modification or disclosure.
ANGAD Australian Institute of Technology stores and uses personal information only for the purposes of administering Student enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements.
Information is collected on this form and during your enrolment in order to meet the Institute’s obligations under the ESOS Act and the National Code 2007; and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Scheme and the TPS Director. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law.

Name of Applicant..........................................................................................................................................................Date:........................................................................

Signature of Applicant ............................................................................................................................................................

Application Checklist

Complete all sections of the Application Form ..................................................................................................................

Attach Certified/Verified Copy of Academic Transcripts

Attach Certified/Verified Copy of VISA (If applicable)

Attach Certified / Verified Copy of Passport

Attach Certified / Verified Copy of IELTS Results or its equivalent

Please return the application form along with the attachments to the following address:
ANGAD Australian Institute of Technology Pty Ltd.
Level 6, 501, Latrobe Street, Melbourne, Victoria 3000. Phone: +613 9670 9095, Fax: +613 9670 9094
Website: www.angad.vic.edu.au Email: info@angad.vic.edu.au