REFUND APPLICATION FORM

› Student details

Student Name: ................................................................. Student ID Number: .................................................................

Phone Number: ................................................................. Email Address: .................................................................

Current Address: ........................................................................................................................................

Current Course of Study: ................................................................. Commencement date with CSF: .................................................................

Date you will be ceasing studies at CSF: .................................................................

☐ I wish to apply for a refund for my course fees or additional fees (where applicable) paid for the course described above and I have read and understood the terms and conditions of my refund application.

My reasons for applying for a refund are (please tick box which indicates your circumstances):

REASON FOR REFUND

☐ Visa refused prior to course commencement

☐ Withdrawal at least 28 days or more prior to agreed start date

☐ Withdrawal at less than 28 days prior to agreed start date

☐ Withdrawal after the agreed start date

☐ Visa cancelled due to actions of the student

☐ Course withdrawn by CSF

☐ CSF is unable to provide the course for which the original offer was made

☐ Addition service fees*

AMOUNT OF REFUND

Full refund of tuition fees*

75% refund of course fees*

No Refund will be given including enrolment fee and any deposit*

No refund

No refund

Paid on a pro-rata basis refund*

Paid on a pro-rata basis refund*

No refund*

No refund*

*Please note: Carefully read the refund policy before applying for any refund(s). If you are unsatisfied with the Director of CSF’s decision on your refund, this does not remove the right of the student to take action under Australia’s consumer protection laws.

If a student withdraws from the course without notification or breaches their Visa conditions no refund is payable.

Please write any other relevant details to support your application: (If applicable attach relevant additional information)

› Banking Details

NOTE: we request these details in case your case for application is approved

Name of bank: ........................................................................................................................................

BSB no: ................................................................. Bank account no: .................................................................

Name of account holder: ........................................................................................................................................

VC CSF0020 - 04/06/13 Refund Application Form © Copyright 2009 International College of Capoeira Pty Ltd. trading as 'College of Sports & Fitness'
ABN 90 125 114 730 / RTO 91345 / CRICOS Number 03057C. Address: 12 Wentworth Avenue, Darlinghurst 2010 NSW Australia / T. +61 2 9267 4768 / F. +61 2 9267 4769 / www.csf.nsw.edu.au
OFFICE USE ONLY

☐ Refund approved       ☐ Refund not approved

Reason for non-approval/approved: (attach supporting documents if applicable)

Total refund payment to be made: $_________________________ Date of refund process: ___/___/____

Please detail the component amounts of the total payment:

1. ☐ Inserted journal in student file
2. ☐ Advised marketing personal of refund
3. ☐ Advised accounting department of approved refund
4. ☐ Advise the CoE officer of approved refund
5. ☐ Advised Administration of Approved refund

Staff Name: ___________________________ Date: ______________________

Student Service Advisor’s Signature: ___________________________ Date: ______________________
Refund Policy

CSF has a fair refund policy to ensure that students know exactly under what circumstances refunds or partial refunds will be made. The refund policy is as follows:

PROCESS FOR CLAIMING A REFUND

The following terms and conditions apply if the student withdraws from a course after the payment of all fees. A statement will be issued explaining how the amount has been calculated. The refund will be made in the same currency in which the fees were paid. All matters relating to refund application are to be discussed with the director. All students wishing to apply for a refund must complete the Application for Refund form, which can be obtained by request from the Admin office.

TERMS OF REFUND

1. Visa Application Refused

All fees less the enrolment fee will be refunded in full.

2. Student Default

2.1 Prior to Commencement

2.1.1 In the event the student cancels their enrolment with at least 28 days or more notice before the course commencement date a refund of 75% of the course fee will be refunded (excluding the enrolment fee).

2.1.2 In the event the student cancels their enrolment with less than 28 days prior of course commencement date, the course fees paid (including enrolment fee and deposit) will be non-refundable.

2.2 After Commencement

2.2.1 In the event the student cancels their enrolment and requests a refund after commencement date of the course, no refund will be issued which includes all monies paid for Overseas Student Health Cover (OSHC), airport pick-up, accommodation booking and board, RPL, enrolment and materials fees.

2.2.2 If a student completes the course early or fast-tracks (does not apply to CRICOS students), the full course fee and materials fees must be paid before any certification is issued.

2.2.3 If a student changes course after commencement of the course in which they were originally enrolled, they will be subject to the current fee structure. Students are also subject to pay a new materials fee due prior to commencement of their new course.

2.2.4 Students must adhere to The College of Sports & Fitness Code of Conduct. Failure to do so may lead to expulsion, in which case there will be no refund of course fees.

3 Provider Default

In the unlikely event of default by The College of Sports & Fitness Pty Ltd, the school will refund all tuition fees paid on a pro-rata basis within two weeks of the date of default. The student will also receive a statement explaining how this refund has been calculated. Provider default can include the course not starting on the agreed starting day, the course ceases to be provided at any time after it starts but before it is completed, the course is not provided in full to the student.

This agreement and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s Consumer Protection Laws.

Translations

Where there is a difference in meaning or interpretation, the English language version will apply.

The Procedure for Applications for Refunds can be found in Student Handbook and CSF Policy and Procedures manual.

Declaration: I declare that to the best of my knowledge and belief, the above information contained on this form is correct and complete. I hereby agree to be bound by the Rules and Regulations of The College of Sports & Fitness I authorise The College of Sports & Fitness to release information to the Office of Training and Tertiary Education at their request.

Signature of Student: _______________________________ Date: _______________________________

Signature of staff member: _______________________________ Date: _______________________________

Name of staff member receiving application: _______________________________