

Refund Application Form

Applicant Details:

First Name		Last Name	
Date of Birth		Student ID Number (If applicable)	
Address			
E-mail		Phone No.	

Supporting Documents (where applicable)

Please attach relevant supporting documents with this application, including:

- visa refusal notice
- medical certificates
- compassionate or compelling circumstance evidence
- withdrawal request
- proof of residency status change
- bank details evidence
- other supporting documentation relevant to the refund request

Refund Conditions (Please tick the applicable condition):

Tick Box	Reason for asking Refund	Refund protocols in place
☐	Visa refusal <u>prior</u> to course commencement	The amount of a refund is calculated as the initial deposit paid minus the lesser of the following amounts: (a) 5% of the amount of course fees received by the provider in respect of the student before the default day. (b) \$500.
☐	Via refusal <u>after</u> course commencement	Refund will be calculated as per refund amount

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		calculator#. No refund of the registration fees.
	Withdrawal from the student <u>before</u> the course commencement	10 business days or more prior to the commencement of a course: Full refund of the tuition fees paid to the college as initial deposit. No refund of the registration, administration of any other non-tuition fees. 9 business days or less prior to the commencement of a course: 75% refund of the tuition fees paid to the college as initial deposit. The amount retained (25%) by Princeton International College is required to cover the costs of staff and resources which will have already been committed based on the student's initial intention to undertake the training. No refund of the registration, administration of any other non-tuition fees.
	Withdrawal from the student <u>after</u> the course commencement	Refund will be calculated in accordance with ESOS legislation and the Refund Calculation Instrument, which is explained below#. There is no refund of the non-tuition fees and charges.
	Residency status change from International to Permanent resident (Provide application along with proof of visa status changes with copies from passport)	Fee status will change from next course (If the residency status has changed after the start of the current course).
	Airport pick-up	These services are arranged through third-party providers. Refunds, where applicable, are subject to the terms and conditions of the respective service provider
	Home stay fees and accommodation booking fee	These services are arranged through third-party providers. Refunds, where applicable, are subject to the terms and conditions of the respective service provider
	OSHC Refund Policy (Calculation of refund will be done as per the provider policy)	If Princeton International College has organized the OSHC, we will refund the OSHC

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		directly to the students under following conditions: Refunds for OSHC will be processed in accordance with the policy of the OSHC provider.
	Overpayment	Full refund of the overpaid amount (Any amount paid over and above the Registration fees/Administration fees/ Course fees/Tuition fees/ Material fees mentioned on the Written Agreement)
	College is unable to provide the course for which the original offer was made before commencement (Provider default)	Full refund of course fees
	Course withdrawn by the College after commencement (Provider default)	Calculation as per Refund amount calculator# (Default period of Provider taken in count)
	Students breach the college's policies and procedures or the signed written agreement	No Refund

#Refund Calculator:

#Refund Calculator as per Education Services for Overseas Students (Calculation of Refund) Instrument 2024.

Method for working out the amount of refund:

refund amount = weekly tuition fee × weeks in default period

Source: [Education Services for Overseas Students \(Calculation of Refund\) Instrument 2024 - Federal Register of Legislation](#)

Definition:

Weekly Tuition Fees	Total tuition fees for the course/number of calendar days in the course X 7
Weeks in default period	Number of calendar days from the default day to the end of the period to which the payment relates / 7
Refund amount	Weekly tuition fees X Weeks in default period
Course Fees	Sum of Tuition and Non-Tuition fees except Registration fees.

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Refund Processing Timeframe

Princeton International College will process approved refunds:

- within 4 weeks of receiving a complete Refund Application Form and all required supporting documentation, or
- within 14 days in the case of provider default, in accordance with ESOS requirements.

Privacy Notice

Princeton International College collects and manages personal information in accordance with the Privacy Act 1988 and applicable regulatory requirements. Information collected within this form is used for the purpose of assessing refund applications, maintaining student records and meeting compliance obligations.

Bank Details:

Please provide below your account details or the account details of the nominated third party where you wish the refund amount to be transferred.

Bank Name	
Account Name	
Account Number	
BSB Code	
SWIFT Code	
Bank Address	

Student Declaration

- I have read and understood Princeton International College Fees & Refund Policy and Procedure.
- I understand that I may access Princeton International College's Complaints Handling Policy and Procedure and Appeals Handling Policy and Procedure if I am dissatisfied with the refund assessment or outcome.
- I understand that Princeton International College will not transfer any funds to a third party unless I explicitly request it in writing, in which case Princeton International College shall be released of any responsibility in relation to the refund once the funds have been transferred as requested.

Student Signature.....

Date.....

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Office Use Only

Refund Application Received By: _____

Date Received: _____

Refund Assessment Outcome:

Approved / Not Approved / Partial Refund

Amount Approved: _____

Reason / Comments:

Processed By: _____

Approved By (CEO): _____

Date Finalised: _____