

# APPLICATION FOR REFUND OVERSEAS STUDENTS



Overseas students are to use this form to apply for a refund of tuition fees. Please see CHC Policy: *Refunds for Overseas Students* for information regarding the circumstances under which refunds will be paid.

## INSTRUCTIONS FOR COMPLETING THIS FORM:

1. **Download** the form from the CHC website.
2. **Enter** the information required on *page 1*. **Handwritten information will not be accepted on page 1 of this form.**
3. **Print** the form.
4. **Sign and date** in the spaces provided on *page 2*. **Typed information will not be accepted on page 2 of this form.**

This form **must** be signed by the overseas student who was issued a Written Agreement by Christian Heritage College. Forms that are signed by other persons, including agents who may be acting for the overseas student, will not be accepted.

After completing the form as instructed, **scan and email** the form, with supporting documentation, to CHC Student Administration at [admissions@chc.edu.au](mailto:admissions@chc.edu.au).

## FORMS MUST BE COMPLETED ACCORDING TO THE INSTRUCTIONS ABOVE IN ORDER TO BE ACCEPTED.

### PERSONAL DETAILS (as shown on your Written Agreement)

Given name:  Family name:   
CHC student number:  Email address:

### ENROLMENT DETAILS (as shown on your Written Agreement)

Course name and CRICOS code:   
Expected course start date:  Expected course end date:

### REQUEST DETAILS

Please provide the reason for your application for a refund. Please submit with this form any documentation to support your application, such as visa refusal notification, medical certificates, etc.

### REFUND DETAILS

Please provide the name of the person to whom the refund is to be paid.

Name:

Please provide the details of the bank account (as applicable) into which the refund is to be paid.

Name on account:  Account number:   
Name of bank:  Bank address:

For Australian banks, please provide the BSB number:

For international banks, please provide the SWIFT/IBAN/IFSC code: Code type:  Code:

## DECLARATION

Please read the following declaration:

*I declare that I have read and understand CHC Policy: Refunds for Overseas Students regarding the conditions under which a refund will be paid, and the fees and charges information on the CHC website regarding the amounts that are not refundable, and the administrative fees that apply.*

*I declare that the information provided in this form is true and correct.*

*If I am not the person named above as the person to whom the refund is to be paid, I authorise CHC to pay the refund to the person named above, into the account according to the details as provided.*

Please **print** the form, and sign and date the form to acknowledge that you agree to the declaration above. Scan the signed form and email it, and any supporting documentation, to CHC Student Administration at [admissions@chc.edu.au](mailto:admissions@chc.edu.au).

Signature of student:

Date:

## ASSESSMENT OF APPLICATION

Your application will be assessed against the provisions of CHC Policy: Refunds for Overseas Students with regard to the circumstances under which refunds will be paid, the amounts that are not refundable, and the administrative fees that apply.

Please ensure that you provide all relevant information and supporting documentation with this application. Any requests that CHC makes with regard to further information or evidence required will delay the processing of your application.

You will be notified of the outcome of your application, to the email address provided on this form, within 20 working days of your application being received. If CHC requests further information or documentation to assess your application, the 20-working day timeframe will recommence and will apply from the date that CHC receives the requested information.

If your application for a refund is not approved, Christian Heritage College will provide an explanation of the basis on which its decision was made.

## PAYMENT OF REFUND

If your application is approved, your refund will be paid into the account for which details are given above, in Australian dollars<sup>1</sup>.

Refunds will be paid within 20 working days of the date on which you are notified that your application has been approved. You will be notified by email when the refund has been paid.

Following payment of the refund, Christian Heritage College takes no responsibility for any loss suffered by the overseas student with regard to bank processing times, bank fees or currency exchange rates that apply at the time of the refund being paid, or the actions of any bank or intermediary bank, or any individual who may or may not be associated with such a bank, that is involved with the processing of the refund to the overseas student.

## REVIEW OF DECISIONS

If you are not satisfied with the outcome of your application, please see CHC Policy: Grievance Policy for Overseas Students for the options that are available to you.

<sup>1</sup> Christian Heritage College accepts Australian currency only as payment.