



# Australian College of Culinary and Management (ACCM)

RTO Provider no- -45886 – CRICOS Provider no-04038J

## Student Refund Request Form

Please make sure that you have read and understood all the ACCM Fee and Refund Policy – before submitting this form.			
<b>Student ID</b>			
<b>Student Given Name</b>			
<b>Student Middle Name</b>			
<b>Student Family/Surname Name</b>			
<b>Enrolled Course(s)</b> (Please list all the courses you are enrolled in)	<b>Course No.1</b>		
	<b>Course No.2</b>		
	<b>Course No.3</b>		
<b>Full Address</b>			
	<b>Country</b>		<b>Postcode/ZIP</b>
<b>Reason(s) for Request for Refund</b> (Supporting evidence must be attached. The refund will not be processed if satisfactory reasons and supporting documentation are not provided)			
<b>Bank Details for Electronic Refund (As applicable)</b>	<b>Bank Name</b>		
	<b>Account Number</b>		<b>SWIFT Code</b>
	<b>Branch Number/BSB</b>		<b>IBAN</b>
	<b>Bank Address</b>		
<b>Student Declaration:</b> I have fully read and understood ACCM's refund policy and understand that the refund can only be made to myself or a personal authorized by me in writing.			
<b>Name:</b>	<input type="text"/>		
<b>Signature</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>
<b>ADMIN USE ONLY</b>			
<b>Fee Refund Conditions</b>		<b>Portion of tuition fee refundable</b>	
ACCM is unable to start delivery of the course. Student will be Paid within 14 business/working days of initial course commencement date:		100% less AUD \$300	

Application for student visa unsuccessful. Proof is required from the student. Student will be Paid within 28 business /working days from the receipt of information by ACCM:	Where a student has been refused a visa and is yet to commence the program the total program fees (both tuition and non-tuition fees) received in respect of the student for the program will be refunded minus the lesser of the following amounts: 5% of the total amount of fees received in respect of the student for the program; or \$500.
If an extension to student visa is not granted and the course has commenced;	Refund calculation as per ESOS Act, under Section 10 of the refund specification.

If ACCM approves the student transfer to another provider prior to completion of six months or after the completion of study of the principal course.	0% The student shall not be eligible for a refund		
ACCM reserves the right to suspend or cancel the student's enrolment if: (a) the student fails to pay an amount that they were liable to pay to ACCM (directly or indirectly) in order to undertake a course; (b) the student has breached a condition of student visa; (c) behaviour unacceptable to ACCM, including but not limited to the Student Code of Conduct in the Student Handbook.	0% The student shall not be eligible for a refund for that term		
Where a student formally withdraws from a course <u>more</u> than four (4) weeks of the calendar days before the CoE start date;	80% of the tuition fees paid for that term or study period and any other unexpended (unused) tuition fees will be refunded.		
Where a student formally withdraws from a course <u>less</u> than four (4) weeks of the calendar days before the CoE start date;	0% The student shall not be eligible for a refund		
Leave of absence, deferral, and suspension of studies do not entitle a student for a refund of tuition fees for the duration for which such absence, deferment or suspension was affected;	0% The student shall not be eligible for a refund		
A Student whose visa is cancelled by DHA during an enrolment period while in Australia for any reason (Other than issuance of a Protection Visa);	0% The student shall not be eligible for a refund		
A student, who supplies incorrect or fraudulent information or document to obtain a place at ACCM;	0% The student shall not be eligible for a refund		
When the student commences the course;	No Material Fee will be refunded		
Refund Request	<input type="checkbox"/> Granted <input type="checkbox"/> Declined		
If Granted (Refer to the Refund Policy on <a href="http://accmvic.com.au/policies">accmvic.com.au/policies</a> )	Amount: A\$      Refund Date:		
<b>If Declined – Notify to student</b>	<b>Reason(s) for decision:</b>		
<b>Processed by CEO</b> <input type="checkbox"/>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Updated on Student Profile on WISENET</b> <input type="checkbox"/>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Notified the outcome to the student by email</b> <input type="checkbox"/>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>