

## FEE REFUND APPLICATION FORM

**Please Note:** Applications for refunds may take up to 5 working days to be processed. Refund payments will be finalised no later than 28 days after dated receipt of this form.

<b>Student Name:</b>	<b>Mobile/ Home Phone:</b>
<b>Student ID:</b>	<b>Email:</b>
<b>Address:</b>	

<b>Course Name</b>	
<b>Course Start Date</b>	
<b>Last date attending class</b>	

*Reason for refund application:*

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I would like to be refunded to:	<input type="checkbox"/> My account <input type="checkbox"/> A third party account
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Bank Details	
<b>Bank</b>	
<b>Account Name</b>	
<b>BSB</b>	
<b>Account Number</b>	
<b>SWIFT Code (if applicable)</b>	

I have read and understood the refund policy and the student acceptance agreement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only: Outline action taken and outcome.			
Refund amount (AUD\$):	_____		
Refund (please ✓):	Paid <input type="checkbox"/>	Not Paid <input type="checkbox"/>	Date Paid _____
College Manager's Signature:	_____		Date: _____

The request for refund is made in writing to the College Manager using Fee Refund Application which is available from the website or upon request from Student Administration.

The College Manager is the person responsible for approval of fee refund applications.

All refunds are returned to source of payment with accompanying letter explaining how the refund was calculated.

The enrolment fee is non-refundable under any circumstances.

Should a student cancel their own enrolment then they may be entitled to a full unused tuition fee (Refer to the student acceptance agreement and the refund policy 20). They must apply in writing to the College Manager GBCA (with supporting documentation) providing the following criterion is met:

- Fees and charges have been paid in advance before the commencement of the training and the cancellation occurs during the enrolment period

Fee refunds will be made 14 calendar days after demand when GBCA defaults and within 28 calendar days after demand when the student defaults.

Refunds will be paid in Australian dollars (AUD\$) and a written statement detailing how any refund amount has been calculated will be provided.

Fee Refund Applications are considered on a case-by-case basis.

## **COURSE TRANSFER**

Students may transfer on one occasion to a course commencing within 15 working days of their original course without penalty.

Refunds following cancellation of a transferred course will attract a further penalty of 20% of the total course fees in addition to the refund guidelines outlined above.

GBCA defaults if a course does not commence on the designated day or is actually cancelled. No student will be disadvantaged and a full refund of all course fees will be made if alternative arrangements are made so that the commencement date is more than 14 days from the original commencement date.

GBCA's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

This agreement does not remove the right of either party to take further action under Australia's consumer protection laws for unpaid and overdue fees.

The refund policy is subject to review from time to time.