



Refund Application Form

This form must be used to apply for a refund. Please complete this form, and return it to Australasian Lawrance Aged Care College either in person or via post to 1/169 Plenty Road Preston Victoria 3072.

In the event that your course is cancelled or rescheduled by Australian Lawrance Aged Care College – we will refund your **application** and **tuition** fees in full. Please note that in all other circumstances ALACC will refund the relevant amount minus the **application** fee.

Please note that in the event that you withdraw from the course after your course or semester commences, or your enrolment is terminated for failure to comply with College policy, bad behaviour, unsatisfactory progress, failure of examinations, or unsatisfactory attendance, all fees for the current semester are payable and non-refundable. The course fees for the next semester may also apply. For the refund of Overseas Student Health Cover - Refer to OSHC provider www.ahm.org.au. This Refund Policy applies equally to all students including students who have Permanent Residency or Australian Citizenship.

Student Name:		Date: / /
Student ID:	Course undertaking:	
Refund Reason (Please Tick One)		
<input type="checkbox"/> VR - Visa Refused (Full Refund)		
<input type="checkbox"/> W10 - Withdrawal 10 weeks prior to course or semester commencement (Full Refund)		
<input type="checkbox"/> W4 - Withdrawal 4 to 10 weeks prior to course or semester commencement (70% Refund)		
<input type="checkbox"/> W0 - Withdrawal less than 4 weeks prior to course or semester commencement (50% Refund)		
<input type="checkbox"/> WA - Withdrawals after the course or semester commences (No Refund on Current Semester Fee)		
<input type="checkbox"/> CAN - Course cancelled or rescheduled by Australasian Lawrance Aged Care College (Full Refund)		

Please state why you wish to apply for a refund ..(Please provide evidence to back your claim) ..

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Student signature **Date**.....

Office Use Only
Refund Outcome Comments:
<input type="checkbox"/> Evidence for Refund Request Attached
<u>PLEASE ATTACH THIS REFUND APPLICATION TO THE TO REFUND CALCULATION FORM</u>