

## International Learner – Fees and Charges Refund Request

CRICOS provider code: 00012G

Holmesglen's International Student Fee Payment and Refund Procedures are detailed in the International Student Course Guide. Prior to completing this form, please familiarise yourself with these procedures; a copy is attached for your reference. If you believe that you are entitled to a refund in accordance with these procedures, please complete this form and forward it to:

**The Associate Director, International Centre,  
Holmesglen Institute  
PO Box 42, Holmesglen, VIC, 3148**

### Learner Details

Holmesglen Learner ID (e.g.10051234):

Family name:

Given name(s):

Title:

Date of birth:

Sex: M F

Address - street:

Suburb/town/country:

Postcode/zip code:

Telephone:

Mobile:

E-mail:

### Refund Application Details

Date refund application submitted:

Please outline the reasons/circumstances for seeking a refund:

Do you have evidence to support the reasons/circumstances outlined:

Yes

No

If Yes, please indicate type of evidence and attach (if applicable):

Medical certificate

Copy of cancelled visa and departure date stamp from passport

New institute ECOE

Other (please indicate):

### Learner's Declaration

I confirm the above information is true and correct

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

Learner's signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

### Learner's Declaration

I confirm the above information is true and correct. This form has been completed on behalf of the above named learner

Proxy signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Company and country: \_\_\_\_\_

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

**Applications for a refund will be assessed and any refund applicable in accordance with the Fee Payment and Refund Procedures will be processed within 4 weeks after receiving a written claim except for visa refusal.**

## Fees & Refunds

### Fee Payment and Refund Procedures

When the Institute accepts an international student's application for enrolment, the policy and procedures detailed here and in the Terms and Conditions of Enrolment will constitute a written agreement between Holmesglen and the international student for the purposes of the Education Services for Overseas Students Act 2000 (the ESOS Act) and the National Code of Practice For Providers of Education and Training to Overseas Students 2018 (National Code 2018).

### 1. Application Fee

1.1 On application for admission to a course, an application fee of \$500 AUD is payable and will be credited against the student's tuition fee.

1.2 This application fee of \$500 AUD is non-refundable in the case of a student withdrawing an application after a Letter of Offer is issued.

1.3 If the student's application for admission is rejected, then the \$500 AUD application fee will be reimbursed in full.

1.4 Students applying through the accredited agents and IDP Education offices are exempt from including the \$500 AUD application fee with their application.

### 2. Payment of Tuition Fees

2.1 A study period at Holmesglen consists of no more than 24 weeks within a semester. The ESOS Act now limits the collection of pre-paid tuition fees. Tuition fees for all courses including ELICOS are payable per study period. Fees payable are documented in the student's Letter of Offer and Fee Schedule. Holmesglen collects no more than 50% of the total course cost prior to the student commencing their course with the exception of courses that fall within one study period of 24 weeks or less.

2.2 Tuition fees paid offshore are payable to Holmesglen Institute of TAFE by Electronic Funds Transfer, MasterCard, Visa or international bank draft (in Australian dollars, drawn from an Australian bank in Australia). Holmesglen's bank account details are:

**Account Name:**  
Holmesglen Institute of TAFE

**Bank Name:**  
Commonwealth Bank of Australia – Ashburton Branch

**Bank Address:**  
205 High Street, Ashburton, Victoria, Australia

**SWIFT CODE:** CTBAU2S

**Branch Number (BSB):** 063103

**Account Number:** 00901243

Once payment has been lodged, students must immediately forward the remitter's name together with a copy of the remittance advice/TT transmission notice in order for Holmesglen to track the payment.

2.3 Tuition fees paid onshore can be paid in cash, by bank cheque, MasterCard or Visa, or over the internet.

2.4 Further fees are payable for additional courses, graduation ceremonies, excursions, resitting tests and examinations, textbooks, materials and activities.

2.5 When students have to repeat a subject or subjects in the same study period in which they have paid a full fee, no additional fee is payable. However, when they repeat a subject or subjects in a study period in which they have not paid a full fee, a pro rata tuition fee is payable.

2.6 Where a student has a packaged offer with a partner institution, Holmesglen reserves the right to impose an upfront deposit fee which will not be refundable.

2.7 Students who enrol in additional courses will be required to pay the full-time course fee applicable to that course.

2.8 Holmesglen reviews its tuition fees and other charges annually. Students will be required to pay the current fee that applies from the beginning of the next study period. If the student defers their course, they will be required to pay the fees applicable to the new commencement date. If the student changes course the new course tuition fee will apply. Students enrolled in programs with Holmesglen's partners will be required to pay the tuition and other fees set by the partner.

Holmesglen makes every attempt to provide an indication of the partner institutions' fees at the time of production of this course guide. However, students should refer to the partner institutions' websites for full information. Holmesglen takes no responsibility for fee increases at partner institutions.

2.9 There is no reduction in fees for subject exemptions for Certificate and Diploma programs. For degree programs, fees are charged per subject.

2.10 The Institute does not accept liability for any fees paid to an agent or third party in relation to an application for enrolment.

2.11 Where the Goods and Services Tax (GST) applies to programs and services in the International Course Guide, the tax is included in the advertised fee.

2.12 Holmesglen is not liable for any variances when refunds are affected by fluctuations in currency exchange rates.

### 3. Refund Procedures

Claims for refunds must be made in writing using the prescribed form available from the International Office or online at [holmesglen.edu.au/Students/International-Students](http://holmesglen.edu.au/Students/International-Students). Refunds that are approved will be made within four weeks after receipt of a written claim. If a student withdraws their application once tuition fees are paid, the following will apply:

3.1 If notice of withdrawal is received by Holmesglen in writing more than four weeks prior to commencement of an ELICOS course, a 75% refund of tuition fees paid for the study period will be made to students. No refund of the ELICOS tuition fee will be made to students withdrawing from the course less than four weeks prior to commencement or after the commencement of the course.

3.2 If notice of withdrawal is received by Holmesglen in writing more than four weeks prior to commencement of a course study period, a 50% refund will be made to students who have paid tuition fees for a forthcoming study period.

3.3 If notice of withdrawal is received by Holmesglen in writing less than four weeks prior to commencement or after commencement of the course study period, no refund of the tuition fee will be made.

3.4 Where a student has been granted a deferral or suspension to their enrolment after the commencement of a study period, a pro rata transfer of the remainder of the study period tuition will be granted. The fee transferred will be held towards tuition for the study period the student is returning to and the student will be required to pay any balance prior to resuming their studies.

If the student does not return to their studies, see 3.5. No refund will be granted if the student decides not to recommence studies except in compelling or compassionate circumstances.

3.5 Where a student has been granted a deferral in their course, tuition fees paid will be transferred to the subsequent study period. Where the student does not take up his/her place in the subsequent study period, a refund will only be payable if the student visa is not granted. Where a student has been granted a release letter, claims for refunds will be processed according to Refund Procedures 3.1, 3.2 and 3.3.

3.6 Where a student has been accepted into a course subject to attaining a required level of English language proficiency and the student does not attain that level of proficiency, the student will be requested to continue with English language training for a prescribed further period. Where the student does not wish to take up this option, they will be entitled to a 75% refund of the tuition fees paid towards a subsequent study period.

3.7 Where a student has been granted a deferral in their course due to a delay in their student visa grant, tuition fees paid will be transferred to the subsequent study period. Where the student does not take up his/her place in the subsequent study period, a refund will only be payable if the student visa is not granted.

3.8 Where a student has had to withdraw because of student visa refusal offshore or onshore (prior to commencement of a study period), a full refund of all tuition fees will be paid – less a \$250 AUD administrative fee. Where a student visa is refused in Australia for a course the student is currently enrolled in, a refund will be granted on a pro rata basis.

3.9 Where a student does not lodge the student visa application after receiving eCoEs, refunds will be processed as per procedures outlined in items 3.1, 3.2 and 3.3.

3.10 Where a student's enrolment is cancelled because of misbehavior or breaching of student visa conditions, a pro rata refund of tuition fees will be made from the date of enrolment cancellation.

3.11 Tuition fees will not be transferred to other educational institutions except in exceptional circumstances and at the discretion of the Director, International Centre.

3.12 No refund or transfer will be made to third parties.

3.13 International students who attain permanent residency status will be refunded as per procedures outlined in Items 3.1, 3.2, and 3.3.

3.14 Students who are enrolled in the Charles Sturt University degrees at Holmesglen will be subject to the Charles Sturt University Refund Procedures. These are available on the Charles Sturt University website at [www.csu.edu.au](http://www.csu.edu.au).

A copy of the Charles Sturt University Refund Procedures will be made available to students at the time of enrolment in their degree program.

3.15 These regulations may be waived by the Board of Holmesglen Institute of TAFE in exceptional circumstances at its absolute discretion. The decision of the Board is final.

3.16 These procedures do not remove the right of an international student to take further action under Australia's consumer protection laws.

### 4. Refunds – Accommodation

4.1 Where a student has made a payment towards Institute Accommodation, a full refund will be granted if a student has their student visa refused.

4.2 Where a student has made a payment towards Institute Accommodation, and in circumstances other than when a student has had their student visa refused:

- A full refund is available to students in the event that accommodation is at capacity
- A 90% refund will be made to students withdrawing up to four weeks prior to the commencement of their course
- A 75% refund will be made to students withdrawing less than four weeks prior to the commencement of their course
- No refund will be made to students who withdraw after the commencement of their course.

### 5. Educational Package

5.1 Holmesglen: When applicants are required to complete a prerequisite course at Holmesglen as a condition of entry into a higher level principal course of study at Holmesglen, they will be offered an education package comprising the prerequisite course and the principal course of study. An example is a student required to satisfactorily complete an English Language Program and attain a stated level of English language proficiency, as a condition of entry into a principal course of study. In these circumstances the refund procedures described under item 3.6 (Refund Procedures) will apply.

5.2 Holmesglen/Partner University bachelor degrees: When applicants are required to complete a prerequisite course as a condition of entry into a higher level principal course of study at Holmesglen, they will be offered an educational package comprising the prerequisite course and the principal course of study. An example is a student required to complete a diploma course as a condition of entry into a degree course at Holmesglen. In these circumstances an additional deposit fee is payable for acceptance into the principal course of study at Holmesglen. This deposit will be credited towards the applicant's tuition fee on commencement of the degree course at Holmesglen. In circumstances where the student chooses not to proceed with their degree course, the degree deposit is non-refundable.

5.3 Other Institutions: When applicants are required to complete a prerequisite course at another institute as a condition of entry into a higher level principal course of study at Holmesglen, they will be offered an educational package comprising the prerequisite course and the principal course of study. An example is a student required to complete a diploma course at another institute as a condition of entry into a degree course at Holmesglen. In these circumstances a deposit fee is payable for acceptance into the principal course of study at Holmesglen. This fee will be credited towards the applicant's tuition fee on commencement of the degree course at Holmesglen. The deposit fee is non-refundable in any circumstances. Where subsequent Letters of Offer and eCoEs are required to be issued post arrival in Australia, Holmesglen will levy a fee of \$500 AUD. This fee is also non-refundable.

### 6. Additional Subjects

6.1 Students who have paid a full fee in the current study period may take additional or repeat subjects in the same course at no additional cost with the exception of bachelor's and master's degree studies where fees are charged per subject.

6.2 For students who have not paid a full fee in the current study period a pro rata fee will be charged for additional subjects.

6.3 Students will only be allowed to enrol in off-campus subjects that they have failed in a previous study period and provided that they are enrolled in a full-time course

**International Centre - Approval Administration**

Evidence verified:  Yes  No  
Refund request approved:  Yes  No  
Amount to be refunded: \$

Comments:

Associate Director, International Centre signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

- Learner notified of outcome Initial: \_\_\_\_\_ Date: \_\_\_\_\_
- Retain copy and place on learner file Initial: \_\_\_\_\_ Date: \_\_\_\_\_
- Forwarded to Finance Initial: \_\_\_\_\_ Date: \_\_\_\_\_