Refund Application Form

Student's Personal Details:			
Full Name			
Student ID:			
Course Code and Name:			
Start date of study:		**End date of study:**	
Address:			
Phone no:		**Mobile:**	
Email:			

Please tick the reason for request below:

I wish to apply for a refund for my tuition fees paid for the course described above.

☐ Work Commitments	☐ Transferred to another provider (provide admission documents)
☐ Financial Circumstances	☐ Transferred to another course within FCA
☐ Medical Grounds	☐ Medical reasons
☐ Insufficient study resources and facilities	☐ Visa Cancellation
☐ Others; Please Specify:	

(Note: No withdrawal will be approved unless all outstanding fees are paid.)

International students must state the reason for withdrawing from a course, as FCA is obliged to report the withdrawal and the reason to the DHA (Department of Home Affairs). All supporting documents should be attached to this form. Please refer to the Refund Policy for any applicable refunds.

Additional Comments (If any):

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Preferred Method of Receiving Refund

☐ Direct Transfer	Account Name: ..... BSB: ..... Account Number: .....
☐ Direct Transfer	Beneficiary Name: ..... Bank Name: ..... Bank Account Number: ..... Bank Address: ..... Swift Code: ..... Country: .....
☐ Transfer Tuition Fees to next course.	

FUTURE CULINARY ACADEMY (FCA) COURSE FEE REFUND TABLE				
Please Tick	**Refund circumstances**	**Refund of Tuition Fees paid**	**Refund of Material Fees**	**Application Fee**
	Withdrawal at least **12** full weeks prior to agree start date.	100%	100%	No refund
	Withdrawal between **6** to **11** full weeks prior to the agreed Start Date.	50%	100%	No refund
	Withdrawal in **5** full weeks or less	No refund	No refund	No refund
	Withdrawal after course start date	No refund	No refund	No refund
	Course withdrawn by the institute	100%		
	Application rejected by the institute	100%	100%	No Refund
	The course is not provided fully to the student because the institute has a sanction imposed by a government regulator.	Refund of unused portion of tuition fees for future terms	No refund	No refund
	Visa refused prior to course commencement	Total amount of the pre-paid fees received by FCA for the course in respect of the student course less the following amount. (a) 5% of the total amount of pre-paid fees that the institute received in respect of the student for the course before the default day; or (b) a maximum sum of $500 whichever is lesser		
	Visa is refused after commencement of studies due to not meeting visa	The refund amount = weekly tuition fee x the number of weeks in the default period	No Refund	No refund

	requirements	a. The weekly tuition fee = total tuition fee for the course/ number of calendar days in the course x 7. This amount is rounded up to the nearest whole dollar. b. The number of weeks in the default period = number of calendar days from the default day to the end of the period to which the payment relates /7		
	RPL fee	No refund if' Statement of Attainment 'is provided	No refund	No refund
	Withdraws from the course without notification or breaches their Visa conditions	No refund	No refund	No refund
	Visa cancelled due to actions of the student	No refund	No refund	No refund
	Student abandons the course	No refund	No refund	No refund
	The institute cancels an enrolment due to serious student misconduct	No refund	No refund	No refund
Note: If a student's enrolment falls within no refund timelines before the agreed start date of the course and the student decides to withdraw from the course, then there will be no refund. For example: If a student enrolls in week 5 before the course start date, he/she will not be eligible for a refund if the student withdraws from the course as the enrolment falls within the no-refund period of 5 weeks prior to the agreed course commencement date.				

Please approach the administration department for approval of this application prior to final submission.

Students can specify person(s), other than themselves who can receive a refund in respect of the overseas student identified in the written agreement;	
Full name of person authorised receive refund on behalf of you	
Relationship with the Student	
Address and contact details of authorised person	

Student Declaration

☐ I have read and understood the policies and procedures for refund at FCA. ☐ I am aware of the terms and conditions applied with the amount of refund received by me as mentioned in FCA's Fee Payment and Refund Policy. ☐ I have been informed and understand that withdrawing from this course might affect my Visa status. I have been informed to contact DHA for any visa-related queries.

Student's Signature		**Date**	

FOR OFFICE USE ONLY

	Signature	Date
Request received		
Refund Application Processed by:		
Academic Coordinator/Student Support Officer approval		
Decision Granted ☐ Yes ☐ No		
Entered Student Management System (If yes)		
Entered PRISMS (If yes)		