



Refund Form

This form must be used to apply for a refund of your tuition fees. It can be lodged in person at the Institute or posted to: Sunshine College of Management Pty Ltd, 18 Withers Street Sunshine VIC 3020, Australia

Processing time is 10 working days from the date of receipt

Please Note:

- Fees refunds be provided in accordance with SCM's Student Refund Policy & Procedure
- You should read the policy carefully to establish you eligibility for Fees refund
- If your Application is approved, a cheque (or bank draft for international students) for the refund, will be issued to the name of the person, or business nominated in the Refund Payment details section of this form
- Before your application for a Fees refund will be considered, you must complete all the sections below and attach required documents relevant to your to your application.

Personal Details

Family Name:		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Given Name:		Date of Birth:	
Address:			Post Code:
Student ID No:	Group:	Mobile:	
Email:			
Course:			

Note:

If you change your address during the period, please contact us to ensure your address details are updated for future correspondence.

Reason for Refund

- Withdrawal from the Course
- Refusal to grant a Student Visa (off shore)
- Cancellation of Enrolment
- Student Overpaid
- SCM cancels program or unable to provide the program (Provider Default)
- Others (Please Specify) _____

Refund Student	Refund Agent	Agent Name:	
Payment details for bank cheque/bank draft			
Mr/Mrs/Ms:		Telephone:	
Address:		Mobile:	
Country:	Postcode:	Fax:	
Email:			

1. Refunds in full

1.1 Tuition fees will be refunded in full where:

- the course does not start on the starting date notified in the Letter of Offer
- the course is discontinued after it starts and before it is completed; stops being provided after it starts and before it is completed;
- the course is not provided fully/not being delivered to the student because SCM has a sanction imposed by a government regulator; or
- an offer of a place is withdrawn by SCM and no incorrect or incomplete information has been provided by the student.

1.2 Instead of refunding all tuition fees, SCM may offer the student a place on an alternative course and the student can decide whether to accept this offer or not.

1.3 SCM may also arrange for another course, or part of a course, to be provided to the student at no additional cost to the student as an alternative to refunding the course money. Where the student agrees to this arrangement, SCM will not be liable to refund the money owed for the original enrolment.

1.4 If the student accepts the place on another course within SCM, a new letter of offer and written agreement will be developed and provided to the student for acceptance.

1.5 If SCM is unable to provide a refund or offer the student a place in another course, the Tuition Protection Service of which SCM is a member will place the student in an alternative course at no extra cost to the student. If this is not possible, the final course of action is for the Tuition Protection

Fee Refund Application Form

Version: 4.6 March 2015



Service to attempt to place the student in an alternative course and if this is not possible, the student is entitled to a refund as calculated by the Authority.

The Tuition Protection Service (TPS) for International Students

- 1.6 The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:
- complete their studies in another course or with another education provider or
 - receive a refund of their unspent tuition fees.

The reforms aim to protect the considerable investment international students make in an Australian education, and to protect and enhance Australia's global reputation.

Some of the key features are:

- A new national TPS which will replace a range of existing tuition assurance arrangements.
- A limit of up to 50 per cent of total tuition fees may be collected prior to student commencement (unless the course is 24 weeks or less).
- Specified providers to keep initial prepaid fees in a separate account until a student commences study.
- Student refunds will be based on unexpended tuition fees (Application and material fees are non-refundable).

1.10 A full refund will also be provided to students in the following circumstances:

- a student is unable to obtain a student visa (off shore)
- a student cannot commence the course because of illness or a disability;
- where there is death of a close family member of the student (parent, sibling, spouse or child); or
- at the discretion of the CEO or approved representative, when other special or extenuating circumstances have prevented the student from commencing their studies including political, civil or natural events.

2. Partial Refunds

2.1 Partial refunds will be provided in the following circumstances:

- If a student has supplied incorrect or incomplete information and as a result SCM withdraws offer, the student will be eligible to receive all tuition fees paid for the term period less a 20% administration fee.
- If a student who has accepted an offer of a place gives more than 28 days written notice before the commencement of the study period that they will not be undertaking the course, the tuition fees paid for the study period are refundable less a 20% administration fee.
- Where a student has not met the conditions included in the letter of offer and withdraws 0 – 28 days before Course commencement, the tuition fees paid for the term period will be refunded less a 20% administration fee.
- Where a student withdraws from a course 0 – 28 days before the course commencement, except for the reasons set out in 1.6, 50% of the tuition fees paid thus far will be refunded.
- Where an on shore student is renewing their visa and the outcome is refused, students will only be refunded any unused tuition fees.

2. Student is not eligible for a refund

- 3.1 Where SCM terminates the student's enrolment, the student because of a failure to comply with SCM policies, misbehaviour or unsatisfactory course progress or attendance
- 3.2 If a student's visa is cancelled during a study period,
- 3.3 If the student withdraws from a course after the course start date

4 Refunds for students who have a packaged offer for multiple course

- 4.1 Where students have a packaged offer for multiple courses within SCM or a partner college and the does not receive their results until less than 28 days before the course commencement date and the results show that the student does not meet the entry requirements for the next course, and if the student submits a Deferral or Withdrawal Form to SCM of the intention to defer or withdraw from a course of study within 14 days of receiving their results, then one of the following will occur:
- All fees except the enrolment deposit are refundable less an administrative fee of 20% of the tuition fee for the term period



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- the student can transfer the fees to the next available study period.



5 Payment of refunds

- 5.1 If a student’s refund application is approved, the student’s enrolment will be cancelled and fees refunded as per this policy (this includes any tuition/course fees collected by education agents on behalf of scm)
- 5.2 Students, who withdraw from a course and wish to seek a refund or have the amount they owe on their fees reduced, must apply to SCM in writing using the Deferral or Withdrawal Form. Students who have not completed these forms are not eligible for consideration of a refund or reduction in fees.
- 5.3 Refunds will be paid within 10 working days in full to students when:
 - a course doesn’t start on the agreed starting date or
 - a course is stopped after the course has commenced and before it is completed or
 - a course is not fully provided to the student because of a sanction put on SCM.
- 5.4 In all other circumstances agreed refunds will be paid within 4 weeks of receiving the completed Refund Application Form with supporting documentation as required.
- 5.5 The outcome of the refund assessment will be provided by written notice to the student’s registered address, outlining the decision and reasons for the decision along with any applicable refund or adjustment notice.
- 5.6 Refunds will be paid in Australian dollars to the person who made the original payment.
- 5.7 Where a student does not agree with the refund decision, he or she may access SCM Complaints and Appeals process.
- 5.8 This process does not circumscribe the student’s rights to pursue other legal remedies.

Requests for Refund of Tuition Fees

A student who wishes to apply for a Refund in accordance with this Refund Policy should do so by filling a Refund Application form and submitting it to the Sunshine College of Management Pty Ltd

NOTE: The availability of complaints and appeals processes does not remove the rights of the student to take action under the Australia’s Consumer Protection Laws.

Student Declaration

I hereby affirm the information provided within this form to be true and accurate. I have read and understood the refund policy and that all payments from this time on will be paid according to this information. If any changes need to be made, I will inform Sunshine College of Management Pty Ltd of these changes in writing.

Student Name

Student Signature

Date:

OFFICE USE ONLY

Application Approved: Yes No

Comments: (Attach Separate sheet, if needed)
(if applicable)

Actioned by: _____
(Head of Accounts/Finance)

Signature:

Date: / /

Posted by Registered Mail (Overseas demand draft)

Date Posted: / /

Cheque Payable to student

Date Collected: / /

Total amount AUD\$

Deductions AUD\$

Amount to be refunded AUD\$