

REFUND FORM

(This form must be completed by the student claiming refund. Incomplete form will not be accepted.)

First Name:	
Last Name:	
Date of Birth:	
Nationality:	
Passport No:	
Contact Number:	
Email:	
Address:	
Course Code, Course Name and Start Date:	

Reasons of Refunds: To be completed by Student or the delegate

Outline of Default Refund Arrangements (Please tick the appropriate reason of refund)		
Select (Tick)	Refund Reason	Type of Refund
	Initial Visa refused prior to course commencement (with Department of Home Affairs Refusal Letter)	Full refund less Administration Fee
	MILCOM Institute is unable to provide the course for which the original enrolment and payment has been made	Full refund
	Withdrawal prior to agreed start date: Notify the Institute more than 60 days prior the course commencement date or within cooling off period	Full refund less Administration Fee

	Withdrawal prior to agreed start date: Notify the Institute less than 60 days and greater than 28 days prior the course commencement date	Only course material and/or equipment fee is refundable
	Withdrawal prior to agreed start date: Notify the Institute less than 28 days prior the course commencement date	No refund
	Visa refused after course commencement (with Department of Home Affairs Refusal Letter)	Refund of unused Tuition Fees for future study period/s
	Withdrawal after course commencement (with confirmed extenuating circumstances)	Refund of unused Tuition Fees for future study period/s
	MILCOM Institute is unable to continuously provide the commenced course for which the payment has been made	Refund of unused Tuition Fees for future study period/s
	Withdrawal after course commencement without extenuating circumstances or cancellation of course due to student default.	No Refund
	Abandonment of Course / Failure to return after scheduled break. Overseas Students withdrawing from a course of study will be reported to Department of Home Affairs, as required by law.	No refund
	Student's extension of Visa is not granted.	No refund
		If paid in full, refund of unused tuition fees less (fess for ongoing term and administration fee)
	Visa is cancelled due to any action of student	No refund
	RPL assessment	No refund

*****Administration fee is calculated as 5% of the amount paid or \$500 whichever is the lesser*****

NB: Please provide all the supporting evidence if applicable.

Student Declaration:

1. I have read and understood MILCOM Institute’s Refund Policy and Procedure.
2. I have received the details about how my Refund has been calculated.
3. I declare that I agree to the refund calculated and informed to me by MILCOM Institute.
4. I understand that I have the right to appeal the calculated amount in accordance with MILCOM Institute Complaints and Appeal Policy and Procedure.
5. I understand that MILCOM Institute will not transfer any funds to a third party unless I explicitly request it in writing, in which case MILCOM Institute shall be released of any responsibility in relation to the refund, once the funds have been transferred as requested.
6. I understand that any payment made via Credit Card initially will be refunded back onto the same Credit Card. In case the card is not valid at the time of refund, new card details shall be provided. I will bear all the associated charges for the refund in the credit card.
7. Account Details/Card Details are as under:

Account Holder Name:	_____
BSB/Bank Code:	_____
Account/Card Number:	_____
Bank Name:	_____
Address where account is held:	_____
SWIFT Code:	_____

Student Name: _____

Student Signature: _____

Date: _____