



## Richmond School of Business (RSB) Refund Application Form

Richmond School of Business (RSB) Refund Application Form			
Personal Details			
Student ID		Date of Application	
Name		Date of Birth	
Phone		Email	
Address			
Course			
<i>If applicant/student change their address during the period of refund application processing, they must notify the RSB immediately.</i>			
Refund Application Reason			
<input type="checkbox"/> Course Withdrawal	<input type="checkbox"/> Enrolment Cancellation	<input type="checkbox"/> Visa Refusal	<input type="checkbox"/> Overpaid fees
<input type="checkbox"/> RSB Cancelled a Course (Provider Default)		<input type="checkbox"/> Other Reason	
Please specify:			
Details of the person/agency receiving refund			
Name of Agency			
Bank Name			
BSB		Account No.	
Address			
Phone		Email	
<i>Refund will only be given to the person/agency from whom fees were initially received by RSB.</i>			
Student Declaration			
<p>I hereby confirm that the information provided in this form is true and complete.</p> <p>I have read and understood RSB Refund Policy and Procedure. I understand that the refund payment, if approved, will be made in accordance with the information provided in this form. If any changes need to be made, I will inform RSB in writing.</p>			
Signature		Date	
Office Use Only			
Is this refund application approved?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments			
Actioned by		Position	
Signature		Date	
Electronic funds transfer date		Amount received	
Deduction		Amount refunded	

## Appendix I - Refund Application Condition and Refundable Amount

Refund Application Condition	Non-Refundable/Refundable Amount
Richmond School of Business fails to offer a course or cancels a course during a study period	<ul style="list-style-type: none"> <li>• Full pre-paid unused tuition fees</li> </ul>
Richmond School of Business is unable to start a course on an agreed start date	<ul style="list-style-type: none"> <li>• Full pre-paid tuition fees for the course undelivered.</li> <li>• Full pre-paid materials fees for the course undelivered.</li> </ul>
Student Visa is refused prior to course commencement	<p>Provided the student notifies the school no less than 7 days prior to the scheduled course start date, the student will be refunded:</p> <ul style="list-style-type: none"> <li>• Full pre-paid tuition fees for the current and subsequent courses.</li> <li>• Full pre-paid materials fees for the current and subsequent courses.</li> </ul>
Student fails to commence a course, and subsequently provides a notice of withdrawal.	<ul style="list-style-type: none"> <li>• No refund for the pre-paid tuition fees and material fees related to the commenced course.</li> <li>• Pre-paid tuition fees for subsequent courses are refundable</li> <li>• All pre-paid materials fees for subsequent courses are fully refundable</li> </ul>
Student defers course due to compelling circumstances beyond the student's control.	<ul style="list-style-type: none"> <li>• No refund</li> <li>• Fees may be carried forward at the Principal's discretion.</li> </ul>
Student withdraws from a course more than 10 weeks prior to course scheduled start date.	<ul style="list-style-type: none"> <li>• Full pre-paid tuition fees</li> <li>• Full pre-paid materials fees are non-refundable</li> </ul>
Student withdraws from a course between 4 and 10 weeks prior to course scheduled start date.	<ul style="list-style-type: none"> <li>• 70% of total tuition fees are refunded</li> <li>• Full pre-paid materials fees are non-refundable</li> </ul>
Student withdraws from a course less than 4 weeks prior to course scheduled start date.	<ul style="list-style-type: none"> <li>• 50% of total tuition fees are refunded</li> <li>• Full pre-paid materials fees are non-refundable</li> </ul>
Student withdraws from a course on or after course commencement date.	<ul style="list-style-type: none"> <li>• There will be no refund of any pre-paid tuition/material fees</li> </ul>
If a student's visa application is rejected or visa cancelled after the student has commenced the course	<ul style="list-style-type: none"> <li>• The weekly tuition fee times the weeks in default period</li> <li>• All pre-paid materials fees are non-refundable</li> </ul>
The student's enrolment is cancelled by RSB for misconduct, Unsatisfactory Academic Progress or Unsatisfactory Attendance.	<ul style="list-style-type: none"> <li>• There will be no refund of any pre-paid tuition/material fees for the current and subsequent courses.</li> </ul>
Student is granted Temporary Resident/Permanent Resident Visa during a study period and student wishes to withdraw from the course.	<ul style="list-style-type: none"> <li>• There will be no refund of any pre-paid tuition/material fees for the current and subsequent courses.</li> </ul>

Student Visa is cancelled during a study period.	<ul style="list-style-type: none"> <li>• There will be no refund of any pre-paid tuition/material fees</li> </ul>
Student Visa is cancelled before commencement of a course.	<ul style="list-style-type: none"> <li>• Full pre-paid tuition fees are refunded</li> </ul>
RSB cancels a course offered or the student fails to start the course any time before course commencement due to fraudulent documents and/ or misleading information provided by the student.	<ul style="list-style-type: none"> <li>• There will be no refund of any pre-paid tuition/material fees for the current and subsequent courses.</li> </ul> <p>RSB reserves the right to report the student to the relevant government authorities.</p>
<p>Notes: \$250.00 Enrolment Fee is non-refundable under any circumstance listed above.</p> <ul style="list-style-type: none"> <li>• Overseas student refunds are calculated based on the amount received from the student's education agent.</li> <li>• No request for a refund will be accepted 12 months after the payment was received by RSB.</li> </ul>	