



## Richmond School of Business (RSB) Deferment, Suspension and Cancellation Application Form

Please read the Overseas Student Deferment, Suspension and Cancellation of Study Policy and Procedure before filling out this form to see if you meet the requirements to be granted a deferment of commencement or suspension of studies.

### Personal Details

Student ID		Date of Application	
Name		Date of Birth	
Phone		Email	
Address			
Course			
Start Date			

*If applicant/student change their address during the period of Deferment, Suspension and Cancellation, they must notify the RSB immediately.*

### Applying for

<input type="checkbox"/> Deferment	<input type="checkbox"/> Suspension	<input type="checkbox"/> Cancellation	<input type="checkbox"/> Other
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Reason for applying:

### Important Information

This form will be assessed once all documentation has been received. Richmond School of Business (RSB) may ask for more documentation if required. Deferment, suspension or cancellation of enrolment applications are usually processed within 10 working days.

Deferment, suspension or cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Please contact the Department of Home Affairs (DHA) to seek advice on whether this will affect you. Students who have not yet commenced their studies will also need to contact DHA in case there is any effect on their student visa as a result of deferring your commencement date.

Signature		Date	
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### 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 refunded.</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 refunded for the course undelivered.</li> <li>• Full pre-paid materials fees refunded 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 refunded</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 refunded</li> <li>• All pre-paid materials fees are non-refundable</li> </ul>

### Richmond School of Business (RSB)



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>	