



**Richmond School of Business (RSB)
Incident Report Form**

Personal Details

<input type="checkbox"/> Staff		<input type="checkbox"/> Student		<input type="checkbox"/> Visitor	
Student ID		Date of Application			
Full Name		Date of Birth			
Phone		Email			
Address					
Course					
Department					

Personal Details of the witness

<input type="checkbox"/> Staff		<input type="checkbox"/> Student		<input type="checkbox"/> Visitor	
Student ID		Date of Application			
Given Name(s)		Surname			
Phone		Email			
Address					
Course					
Department					

Incident Details

Incident Date					
Incident Time					
Incident reported to		Position			
Date reported		Time reported			

Explain what happened. What were you doing at the time? Include details of methods and equipment's used.

Signature		Date	
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Office Use Only

Is this refund application approved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Comments			
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Actioned by		Position	
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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"> • Full pre-paid unused tuition fees refunded.
Richmond School of Business is unable to start a course on an agreed start date	<ul style="list-style-type: none"> • Full pre-paid tuition fees refunded for the course undelivered. • Full pre-paid materials fees refunded for the course undelivered.
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"> • Full pre-paid tuition fees for the current and subsequent courses. • Full pre-paid materials fees for the current and subsequent courses.
Student fails to commence a course, and subsequently provides a notice of withdrawal.	<ul style="list-style-type: none"> • No refund for the pre-paid tuition fees and material fees related to the commenced course. • Pre-paid tuition fees for subsequent courses are refundable • All pre-paid materials fees for subsequent courses are fully refundable
Student defers course due to compelling circumstances beyond the student's control.	<ul style="list-style-type: none"> • No refund • Fees may be carried forward at the Principal's discretion.
Student withdraws from a course more than 10 weeks prior to course scheduled start date.	<ul style="list-style-type: none"> • Full pre-paid tuition fees refunded • Full pre-paid materials fees are non-refundable
Student withdraws from a course between 4 and 10 weeks prior to course scheduled start date.	<ul style="list-style-type: none"> • 70% of total tuition fees are refunded • Full pre-paid materials fees are non-refundable
Student withdraws from a course less than 4 weeks prior to course scheduled start date.	<ul style="list-style-type: none"> • 50% of total tuition fees are refunded • Full pre-paid materials fees are non-refundable
Student withdraws from a course on or after course commencement date.	<ul style="list-style-type: none"> • There will be no refund of any pre-paid tuition/material fees



<p>If a student's visa application is rejected or visa cancelled after the student has commenced the course</p>	<ul style="list-style-type: none"> • The weekly tuition fee times the weeks in default period refunded • All pre-paid materials fees are non-refundable
<p>The student's enrolment is cancelled by RSB for misconduct, Unsatisfactory Academic Progress or Unsatisfactory Attendance.</p>	<ul style="list-style-type: none"> • There will be no refund of any pre-paid tuition/material fees for the current and subsequent courses.
<p>Student is granted Temporary Resident/Permanent Resident Visa during a study period and student wishes to withdraw from the course.</p>	<ul style="list-style-type: none"> • There will be no refund of any pre-paid tuition/material fees for the current and subsequent courses.
<p>Student Visa is cancelled during a study period.</p>	<ul style="list-style-type: none"> • There will be no refund of any pre-paid tuition/material fees
<p>Student Visa is cancelled before commencement of a course.</p>	<ul style="list-style-type: none"> • Full pre-paid tuition fees are refunded
<p>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.</p>	<ul style="list-style-type: none"> • There will be no refund of any pre-paid tuition/material fees for the current and subsequent courses. <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"> • Overseas student refunds are calculated based on the amount received from the student's education agent. • No request for a refund will be accepted 12 months after the payment was received by RSB. 	