



## APPLICATION FOR REFUND

1. This form must be used to apply for a refund of your tuition fees from Invicta Technical College.
2. Please read the refund policy of Invicta Technical College when completing this form.
3. Application for refund will be dealt with in accordance with Invicta Technical College Policy & Procedure
4. Any supporting documents relevant to your application should be attached to the form.
5. The outcome of the refund assessment will be forwarded to you within 20 working days of acceptance of this application, as well as any applicable refund to the nominated account by the applicant.
6. Invicta Technical College will not be held liable for any delay or financial loss occurred to the applicant for Incomplete and incorrect information provided in this form.

### REASON FOR REFUND

Please choose from the following options (Mark "X" in the applicable box)

<input type="checkbox"/>	Withdrawal from the Course by student
<input type="checkbox"/>	Refusal of Student Visa application (off-shore)
<input type="checkbox"/>	Refusal of Visa application (on-shore)
<input type="checkbox"/>	Invicta technical college cancels program or unable to provide the program (Provider Default)
<input type="checkbox"/>	Other (Please Specify) _____

### APPLICANT'S DETAILS

First Name		Surname	
Date of Birth	DD/MM/YYYY	Phone	
Email Address		Course Start Date	DD/MM/YYYY
Course Enrolled			

Payment Date	Total Paid (AUD)	Tuition Fees (AUD)	Enrolment Fee (AUD)	Other Fees (AUD)

### BANKING DETAILS

The provision of bank details below are taken to mean that you authorize payment to this account.

Account Holder's Name			
Relationship with Applicant	<input type="checkbox"/> Applicant <input type="checkbox"/> Others :		
Account Holder's Address			
City		State	
Postcode		Country	

Name of Bank			
Bank Address			
For Australian Bank			
BSB		Account Number	
For Banks outside Australia			
SWIFT code		International Bank Account Number (IBAN)	



### REFUND POLICY

Please carefully read the following information about refunds. This applies whether you paid the tuition and non-tuition fees or an education agent paid them on your behalf.

- All application fees are non-refundable except where we cancel a course before it has started.
- Enrolment fees are non-refundable under any circumstances.
- Invicta will not authorise tuition fee transfers to any other institution or to other students.
- The initial payment includes a non-refundable deposit of \$1,500. The non-refundable deposit applies to the initial payment only, which is paid to get the future COE. There is no non-refundable deposit for other/subsequent study periods

If we cancel a course either before or after it starts, you will receive an automatic refund and do not need to completion the Refund Application Form. The refund will be provided within 10 working days of the default.

In all other circumstances, you should complete and submit a Refund Application Form which can be accessed from our office This form must be submitted within 10 working days of the event that led to the request for the refund.

Refunds will be paid to you or to the person or organisation who paid the course fees and will be paid in Australian Dollars.

The refund policy does not remove your right to take further action under Australian Consumer Law.

In addition to the above circumstances, refunds apply as follows:

Circumstance	Refund due
Invicta cancels course before commencement	Full refund of all fees
Invicta cancels course following commencement	Full refund of all unspent fees calculated as follows: Weekly tuition fee multiplied by the weeks in the default period (calculated from the date of default).
Invicta has not provided a Student Agreement that meets the requirements of the National Code 2018.	Full refund of all unspent fees calculated as follows: Weekly tuition fee multiplied by the weeks in the default period (calculated from the date of default).
Student withdraws up to 4 weeks prior to course commencement.	Enrolment fee not refunded. Refund of all other fees and charges.
Student withdraws less than 4 weeks prior to course commencement.	Enrolment fee not refunded. Refund of 90% of all other fees and charges.
The student does not commence on the agreed start date and has not previously withdrawn.	No refund. Fees for full study period (term) to be paid.
Student withdraws or defers after commencement.	No refund for current term. Materials fees not refunded. Refund of unspent tuition fees for future unit/s of study not yet commenced less a 20% administration fee. Materials fees not refunded.
Student's enrolment is cancelled due to disciplinary action.	No refund. Fees for full study period (term) to be paid.
Student breaches a visa condition	No refund. Fees for full study period (term) to be paid.
The student has supplied incorrect or incomplete information causing Invicta Technical College to withdraw the offer of the course prior to commencement.	No refund. Fees for full study period (term) to be paid.
The student is refused a visa because they did not pay start their course at the agreed location on the agreed starting day or they withdrew from their course with ITC or they did not pay an amount due.	No refund. Fees for full study period (term) to be paid.
The student is refused a visa and therefore does not commence their course on the agreed starting day or withdraws from the course on or before the agreed starting day because of the visa refusal.	Refund of the total amount of all tuition fees paid. Application fee not refunded.
The student is refused a visa and has already commenced their course.	The total amount of all course fees (tuition and any non-tuition fees) received for less whichever is the lower amount of 5% of the total amount of the fees or the sum of \$500.
The student's enrolment is cancelled due to failure to comply with Invicta's policies; breach of the Code of Conduct	No refund
The student does not achieve the qualification or unit/s in which they enrolled due to exhausting their attempts at assessment.	No refund

### STUDENT DECLARATION

I have read and understand Invicta Technical College's Refund policy & confirm the information provided here is true and correct.

Student's Name			
Signature		Date	DD/MM/YYYY