Refund Form

International students

RTO Code 45902
CRICOS Code 04050B

Use this form to apply for a refund of fees. Please read the **International Student Fees and Refund Policy and Procedure** (www.soliscollege.sa.edu.au) before you apply. Complete every section and attach the documents listed in Part B. Incomplete forms may delay your refund.

Part A – Your details

Student ID		**Date of birth**			
Family name		**Given name(s)**			
Course					
Address		**Suburb**		**Postcode**	
Phone		**Email**			

Part B – Reason for refund (tick one) and documents you must attach

	Reason	Documents to attach
☐	Visa refused	Refusal letter from the Department of Home Affairs.
☐	Withdrawal before the course starts	Completed Withdrawal Form.
☐	Withdrawal after the course has started	Completed Withdrawal Form.
☐	I do not meet the entry requirements or offer conditions	Letter or email from Solis College.
☐	Transfer to another registered provider	Release letter from Solis College and offer letter from the new provider.
☐	Change of course, credit transfer or RPL (difference in fees)	Change of Course Form, or credit transfer / RPL outcome.
☐	Compassionate or compelling circumstances	Evidence, for example a medical certificate or death certificate.
☐	Other (please explain below)	Contact Student Services to confirm the documents needed.

Explain your reason	

Part C – Where should the refund be paid? (tick one in each row)

☐ To me (the student) ☐ To the fee payer named in my written agreement. Name:

☐ Australian bank account ☐ International bank account

Bank name		**Account name**			
BSB (Aust.)		**Account no.**		**SWIFT (intl)**	
Bank address					

Refunds are paid in Australian dollars. Charges taken by an overseas or receiving bank are not covered by Solis College.

Part D – Declaration

Your application will be assessed under the International Student Fees and Refund Policy and Procedure. If a refund is approved, it will be paid **within 4 weeks** of Solis College receiving your completed form, with a statement showing how it was calculated. **The application fee and other non-tuition fees are non-refundable.** Material fees are refunded only for study periods that have not started.

☐ I have read the International Student Fees and Refund Policy and Procedure.

☐ The information on this form and the documents I have attached are true and correct.

☐ I ask that any approved refund is paid to the account above.

Student signature		**Date**	

Lodge this form: Email info@soliscollege.sa.edu.au, or hand it to Student Services, Solis College, Level 5, 117 King William Street, Adelaide SA 5000.

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Office use only

Administration			
Date received		**Received by**	

Checks and actions	Done
Supporting documents received	☐

Finance – refund calculation (a copy of this section is sent to the student)		
Total fees paid		$
Tuition fees paid		$
Material fees paid		$
Application fee (non-refundable)	less	$
Other non-tuition fees (non-refundable)	less	$
Withdrawal fee ($400), if applicable	less	$
Tuition kept (refund table / study period in progress)	less	$
Material fees kept (study periods started)	less	$
Total refund	=	$
How the refund was calculated		

Prepared by		**Signature**		**Date**	
Approved by (CEO)		**Signature**		**Date**	
Not approved – reason					
Date refund paid		**Payment reference**		**Statement sent**	