

Application for Refund Form

Instructions:

This application must be completed in conjunction with an Application for Withdrawal Form for Higher Education Domestic and International Students and provided to the Head of Discipline (HoD) or Director of Higher Education (DoHE) noted in the details below.

Relevant documentation to support a request for special consideration (if applicable) must accompany this application.

Application for a refund must be made within fourteen (14) days of the event that qualifies the student for a refund.

Please refer to the Domestic Student Refund Policy and Procedure; International Student Refund Policy and Procedure and Student Review Procedures for Re-crediting a FEE-HELP Balance for further information.

NB: The criteria for Refunds is governed by Government legislation. These criteria do not include:

- lack of knowledge or understanding of this policy or government legislation; or
- failure to follow correct procedures; or
- academic performance which did not meet the required standards.

1. Student Details

Student Name:	Contact No.:
Student ID:	Email:
Withdrawal Date: [DD/MM/YYYY]	Submitted by Census Date: [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No
How was the payment of your tuition fees made: [<input type="checkbox"/>] Payment Upfront [<input type="checkbox"/>] FEE-HELP	
What date was your Deferral or Withdrawal form provided to the HoD? Date: _____	
Student (or Guardian) Signature:	

2. Course the Deferral or Withdrawal Relates to:

<input type="checkbox"/> Bachelor of Screen and Stage (Acting) COHORT:	<input type="checkbox"/> Bachelor of Screen and Stage (Screen Production) COHORT:	<input type="checkbox"/> Bachelor of Musical Theatre COHORT:
<input type="checkbox"/> Graduate Certificate in Creative Business Management COHORT:	<input type="checkbox"/> Graduate Diploma in Creative Business Management COHORT:	<input type="checkbox"/> Master of Creative Business Management (Leadership) COHORT:
<input type="checkbox"/> Master of Creative Business Management (Digital Marketing) COHORT:	<input type="checkbox"/> Master of Creative Business Management (Digital Marketing) COHORT:	<input type="checkbox"/> Master of Creative Business Management (Event Management) COHORT:
<input type="checkbox"/> Master of Creative Business Management (Project Management) COHORT:		

3. Criteria for Refund of Fees under Special Circumstances:

Do you meet the criterion for Special Circumstances consideration?		Evidence attached YES / NO
<input type="checkbox"/>	Circumstances were beyond the student's control.	
<input type="checkbox"/>	Circumstances did not make their full impact until on or after the Census Date for the unit/s in question.	
<input type="checkbox"/>	Medical circumstances that have changed to such an extent that the student is unable to continue studying, or new medical circumstances arose.	
<input type="checkbox"/>	Family/personal circumstances such as death, significant medical issues, unforeseen financial difficulties, or other circumstances that are unreasonable to expect a person to continue their studies.	

<input type="checkbox"/>	Employment related circumstances the employment status or arrangements have changed so that the student is unable to continue their studies and this change is beyond their control.	
<input type="checkbox"/>	Course related circumstances where APAC has changed the unit offered, and the student is disadvantaged by either not being able to complete the unit, or not being given credit towards other units or courses.	
<input type="checkbox"/>	Extenuating circumstances of reasonable significance that interfere with the student's ability to meet a course's requirements. For example, carers' responsibilities, legal commitments, military service, accidents, or natural disasters.	
<input type="checkbox"/>	Visa refusal (attach DoHA decision letter)	

4. Refund Payment Options

Please complete ONE refund payment option.

PRIVACY COLLECTION STATEMENT- [\[HTML Link here\]](#)

CREDIT CARD (7 Day Turnaround)	
<ul style="list-style-type: none"> <i>If tuition fees were paid by credit card within the last twelve months, the refund must be credited to the credit card from which the fee was initially paid under Australian banking regulations.</i> <i>This option is also available if tuition fees were paid by direct transfer or cash.</i> 	
[] Visa [] Mastercard [] Amex	
Card Number: [XXXX XXXX XXXX XXXX]	Cardholder Name:
Expiry Date: [00/00]	
EFT- Australian Bank Account (7-14 Day Turnaround from processing completed form)	
<i>Only use if fees were paid by cash, cheque or direct transfer. EFT refunds are processed on an ad hoc basis.</i>	
Account Holder Name:	
Bank Name:	Branch:
BSB:	Account Number:
OVERSEAS BANK ACCOUNT (14-21 Day turnaround from processing completed form)	

<p><i>Only use if fees were paid by telegraphic transfer. Refunds must be transferred directly into the original overseas bank account.</i></p> <p><i>If tuition fees were paid by credit card within the last twelve months, the refund must be credited to the credit card from which the fee was initially paid under Australian banking regulations. In this instance, the refund is unable to be credited to an overseas bank account.</i></p>	
Account Name:	
Address of Account holder:	
Contact Person:	Phone:
Bank Name:	Bank Phone no.:
Bank Address:	
Account Number:	Swift Code:
IFSC Code (India):	IBAN (Europe/ Jordan/ Qatar/ Brazil/ Pakistan):
Transit Code (Canada, 9 digits)	Routing Code (USA)
Beneficiary ID Korean Won:	CNAPS Code (China)

5. Declaration

- For domestic students - I have read and understood the Domestic Student Refund Policy and Procedure and Student Review Procedures for Re-crediting a FEE-HELP Balance, provided with this form.
- For international students - I have read and understood the International Student Refund Policy and Procedure, provided with this form.

Applicant Signature: _____ Date: _____

(Email from your APAC email account constitutes a signature for this form)

6. Submitting your Application for Refund

Please provide the completed form to Administration. Your application will be reviewed by the CEO.

Return this form to:

- Email: admin@apac.edu.au ; or
- Deliver: APAC reception, Level 5 102 Adelaide Street. Brisbane

7. Assessment of your Application

APAC will consider each application within 28 days of receipt of the application and in accordance with the requirements of the Act. Applicants will be notified in writing of the decision within 28 days.

8. Appealing a Decision

If a student is not satisfied with the decision made by APAC, the student may apply, within 20 days of the receipt of the refund outcome for a review of the decision in accordance with the Student Complaints and Appeals Policy and Procedure.

9. Privacy statement

The collection, use, storage and disclosure of your personal information will be managed in accordance with The Privacy Act (1988).

10. Office Use Only

Refund Approved: Yes No Date: _____

Approved by: _____ Signature: _____

Administration Process:

- Students' fees are updated in SMS. FEE-HELP Credit or Credit Card payment is processed.
- Form loaded in Student's file in SMS. CAN issued with reversed fees.
- Email advising on application outcome sent to Student.