

## Refund Application Form

*True Education Pty Ltd t/a Technical Education Development Institute and t/a Technical Electronics Centre (hereby referred as TEDI)*

Student's Personal details:			
<b>Full Name</b>			
<b>Student ID:</b>			
<b>Course Code and Name:</b>			
<b>Start date of study:</b>		<b>End date of study:</b>	
<b>Address:</b>			
<b>Phone no:</b>		<b>Mobile:</b>	
<b>Email:</b>			

**Please tick the reason for request below:**

I wish to apply for a refund for my tuition fees paid for course described above.

Work Commitments		Transferred to another provider (provide admission documents)
Financial Circumstances		Transferred to another course within TEDI
Medical Grounds		Medical reasons
Insufficient study resources and facilities		Visa Cancellation
Others; Please Specify:		

(Note: No withdrawal will be approved unless all outstanding fees are paid.)

*International students must state the reason for withdrawing from a course at TEDI. TEDI is obliged to report the withdrawal and the reason to the DHA (Department of Home Affairs). All supporting documents should be attached to this form. Please refer to the Refund Policy for any applicable refunds.*

Additional Comments (If any):

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**Technical Education Development Institute (TEDI)**  
**Technical Electronics Centre**  
**RTO Code: 22300 CRICOS NUMBER: 03221G**  
**Level 5, 123 Lonsdale Street, Melbourne, Victoria - 3000**  
**Ph: 03 9043 3926, Website: [www.tedi.vic.edu.au](http://www.tedi.vic.edu.au)**  
**Email: [admissions@tedi.vic.edu.au](mailto:admissions@tedi.vic.edu.au)**

Preferred Method of Receiving Refund	
<input type="checkbox"/> Direct Transfer in Australia	Account Name:..... BSB: ..... Account Number: .....
<input type="checkbox"/> Direct Transfer outside Australia	Beneficiary Name: ..... Bank Name:..... Bank Account Number:..... Bank Address:..... Swift Code:.....Country:.....
<input type="checkbox"/> Transfer Tuition Fees to next course.	

TEDI COURSE FEE REFUND TABLE				
Please Tick	Refund circumstances	Refund of Tuition Fees Paid	Refund of Material Fees	Application Fee
	Withdrawal at least <b>12</b> full weeks prior to agree start date.	100%	100%	No refund
	Withdrawal between <b>6 to 11</b> full weeks prior to the agreed Start Date.	50%	100%	No refund
	Withdrawal in <b>5</b> full weeks or less	No refund	No refund	No refund
	Withdrawal after course start date	No refund	No refund	No refund
	Course withdrawn by the institute	100%	100%	100%
	Application rejected by the institute	100%	100%	No Refund
	The course is not provided fully to the student because the institute has a sanction imposed by a government regulator.	Refund of unused portion of tuition fees for future terms	No refund	No refund
	Visa refused prior to course commencement	Total amount of the pre-paid fees received by TEDI for the course in respect of the student course less the following amount (a) 5% of the total amount of pre-paid fees that the institute received in respect of the student for the course before the default day; or (b) a maximum sum of \$500	100%	100%



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		whichever is lesser		
	Visa is refused after commencement of studies due to not meeting visa requirements	The refund amount = weekly tuition fee x the number of weeks in the default period a. The weekly tuition fee = total tuition fee for the course/ number of calendar days in the course x 7. This amount is rounded up to the nearest whole dollar. b. The number of weeks in the default period = number of calendar days from the default day to the end of the period to which the payment relates /7	No Refund	No refund
	RPL fee	No refund if 'Statement of Attainment' is provided	No refund	No refund
	Visa refused due to submission of fraudulent documents by or on behalf of the student	No refund	No refund	No refund
	Withdraws from the course without notification or breaches their Visa conditions	No refund	No refund	No refund
	Visa cancelled due to actions of the student	No refund	No refund	No refund
	Student abandons the course	No refund	No refund	No refund
	The institute cancels an enrolment due to serious student misconduct	No refund	No refund	No refund
<p><b>Note:</b> If your enrolment falls within no refund timelines before the agreed start date of the course and you decide to withdraw from the course, then there will be no refund.  For example: If a student enrolls in week 5 before course start date, he/she will not be eligible for refund if student withdraws from the course as enrolment falls in no refund time period of 5 weeks prior to the agreed start date of the course.</p>				

Please approach the administration department for approval on this application prior to final submission.

<b>Student can specify person(s), other than themselves who can receive a refund in respect of the overseas student identified in the written agreement;</b>	
<b>Full name of person</b> authorised receive refund on behalf of you	
<b>Relationship with the Student</b>	
<b>Address and contact detail of</b> authorised person	



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### Student Declaration

- I have read and understood the policies and procedures for refund at TEDI.
- I am aware about the terms and conditions applied with the amount of refund received by me as mentioned in the TEDI'S Fee payment and Refund policy.
- I have been informed and understand that withdrawing from this course might affect my Visa status. I have been informed to contact DHA for any visa related queries.
- I understand that my refund shall be processed within 20 working days of lodging this request.

<b>Student's Signature</b>		<b>Date</b>	
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### For Office use only

	Signature	Date
<i>Request received</i>		
<i>Refund Application Processed by:</i>		
<i>Admin Officer approval</i>		
<b>Decision Granted</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Entered Student Management System (If yes)		
Comments (If any)		