

BANK ACCOUNT DETAILS REQUEST FORM

This document is to be completed by the student when requesting a refund for fees. Students are to read, understand and agree to the "Refund Policy" which is outlined on the back of this form. Please print clearly completing all fields and submit this form to enquiries@ihBC.edu.au.

International House Sydney

Level 1, 203 Clarence Street
 Sydney, NSW 2000

ABN: 24 077 578 093

Phone: (02) 9279 0733

Please TYPE and Save As a PDF file. Hand written forms will not be accepted.

Student Name	
Student ID	
Agent Name <i>(if applicable)</i>	

ONSHORE

Account Holder Name	
Bank name	
BSB	
Account Number	

OFFSHORE

Beneficiary Name	
Beneficiary Country	
Bank Name	
Account Number/IBAN	
Beneficiary Address	
SWIFT/BIC Code	
Beneficiary Bank Country	

Refund Policy

All applications for a refund of monies paid to us are to be made to Administration/Student services on the refund application form. The refund application form is to be accompanied by any evidence you wish to present to support your application.

1. If the application for a refund is received more than 28 days (4 weeks) prior to the enrolment date of the course, 100% of the total course fee will be refunded, less a \$300 admin fee. The refund will be made once the payment is cleared and within 28 days (or 4 weeks) of receiving a completed "Refund Application Form".
2. If the application for a refund is received less than 28 days (4 weeks) before the enrolment date of the course, 80% of the total course fee will be refunded, less a \$300 admin fee. The refund will be made once the payment is cleared and within 28 days (or 4 weeks) of receiving a completed "Refund Application Form".
3. If the application for a refund is received less than 14 days (2 weeks) before the original course date, there is no refund of tuition or any fees for cancellation.
4. If the application for a refund is received after the course commencement date, no refund provided.
5. In the event IH Sydney is unable to offer the course or the course is cancelled, full refund of all unused course fees will be reimbursed in accordance with the provisions of sections 27 and 29 of the Education Services for Overseas Students Act 2000. The refund will be made once the payment is cleared and within 28 days (or 4 weeks) of receiving a completed "Refund Application Form".
6. If the Australian government refuses a student visa
 - a. Onshore student: unused Tuition Fee/s will be refunded.*
 - b. Offshore student: full refund of all course fees.*

*Note: The refund will be made once the payment is cleared and within 28 days (or 4 weeks) of receiving a completed "Refund Application Form" and certified evidence of the rejected visa application from the Department of Home Affairs.
7. There will be no refund on enrolment fee, accommodation arrangement fee and airport pickup service fee, if not used.
8. A refund will only be made back to the original payment account/card that the funds were received from as Cash refunds will not be issued.

No refund

There is no refund of fees or any prepaid amount for:

1. any poor and/or non - attendance
2. poor behaviour
3. you provided false or misleading information.
4. you failed to comply with the requirements of their visa by Dept. of Home Affairs (DHA).
5. you failed to comply with the conditions of the RTO; or
6. you have transferred to another provider.

Note: You will not be able to commence training until such times as the initial fee payment has been received by us.

Payment of refund

Where a refund is granted, refunded monies will only be paid to the registered student.

Timeframe for refund

All applications for refund shall be determined within 10 working days.