

## Refund Request Form

- No request will be processed until this form is fully completed.
- No request will be processed if there is overdue fees.
- Approved refunds will be processed in 28 days.
- Provider default will be processed within 14 days.

### Section 1 : Personal Details

Name		Student ID	
Address			
Suburb	Post Code	Country	
Email		Mobile	
Current Course			

### Section 2: Reason for refund

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### Refund Payment Details

Account Name:			
Recipients Address:			
BSB Number (Domestic only)	Bank Name		
Account Number	Branch Address		
Swift Code (Overseas only)	IFSC Code		

### Section 3: Student Declaration

I, the student, authorise this payment to be made to me or the original payer and the information provided on this form is correct and true to the best of my knowledge. Any bank charges due to incorrect and incomplete bank details, will be bear by me.

Signature		Date	
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### Section 4 : Office Use Only

Form Received By		Payment Received Date	
Form Received Date			
Total Amount Received	Less Refund Processing Fee	Total Refund	
Refund Processed	<input type="checkbox"/> Paid <input type="checkbox"/> Not Paid	CFO Sign	Date Paid
Staff Approval Signature		Approval Date	
Application Outcome :	Approved <input type="checkbox"/> Declined <input type="checkbox"/>	Student advised by: Email	Phone
Update PRISMS:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Update SMS:	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Terms and Conditions for Fees and Refunds for International Students

These terms and conditions apply to all international students who have accepted an offer of enrolment to a course of study at AHMI and all international students who are enrolled in a course of study at AHMI.

### 1. PROVIDER DEFAULT

After a Commencing Student has accepted an offer of enrolment at AHMI, if:

- AHMI fails to start providing the course to the student at the location on the agreed starting day; **or**
- The course or any current classes for a specific course is cancelled by AHMI and cease to provide to the student at the location at any time after the course starts but before it is completed with the day the course/class ceases being identified as the default day; and; **and**
- The student has not withdrawn from the course before the default day.

AHMI will refund any Tuition Fees paid by the Commencing Student within 14 days of default.

Alternatively, a Commencing Student may be made an offer by AHMI to enrol in an alternative course for a cost no greater than the cost of the originally offered course of study.

In the event that Australian Health and Management Institute fails to continue to provide a course to a student, Australian Health and Management Institute will pay the student a refund of the amount worked out in accordance with any legislative instrument made under subsection (7) ESOS Act for any unspent tuition fees received by Australian Health and Management Institute in respect of the student Refunds in situations of Provider Default are covered by the provisions of the Tuition Protection Service (TPS) that include but may not be limited to the following:

- Australian Health and Management Institute does not offer a course on the advertised start date or terminates a course after the course start date or before the course completion date or does not provide a course as advertised due to sanctions by any authority or does not provide a course in full
- In such a case Australian Health and Management Institute will pay the student a refund which equals the amount of the total tuition fees paid for the remainder of the course not completed at the time of default (unspent tuition fees) if an alternative placement with another provider cannot be found to the student's satisfaction.
- The amount calculated for refund will be paid in 14 days from the date of notification of default

In the event of provider default, AHMI will give notices to the both the affected students, ASQA and the Director, TPS in accordance with the ESOS Act. The provider default notice will contain:

- Circumstances of the default
- Details of the affected students in relation to whom AHMI has defaulted
- Advice as to how AHMI is discharging its duties under section 46D, ESOS Act and how AHMI will discharge those obligations

AHMI will notify ASQA and TPS Director within three (3) business days of the default occurring

In the event of provider default, AHMI discharges its obligation to students if:

The student is offered a place in another AHMI course in accordance with subsection (4) and the student accepts the offer in writing; **OR**

AHMI offers a refund in accordance with subsection (6) which is the amount of any unspent tuition fees received by AHMI in respect of the student

### 2. STUDENT DEFAULT

This refers to those instances where:

- a. the course starts on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn), or
- b. the student withdraws from the course (either before or after the agreed starting day), or
- c. AHMI refuses to provide, or continue providing, the course to the student because of one or more of the following events:

- The Student failed to pay an amount he or she was liable to pay AHMI, directly or indirectly (including any course money collected by education agents on behalf of AHMI, in order to undertake the course);
- Misbehaviour by the Student, as defined by AHMI's published rules.

**Australian Health and Management Institute**

**ABN 33 151 238 685**

**Head Office: 87 Fennell St, North Parramatta NSW 2151 Australia**

**Ph: +61 (2) 9687 3323 Email: [admission@ahmi.edu.au](mailto:admission@ahmi.edu.au) Website: [www.ahmi.edu.au](http://www.ahmi.edu.au)**

**Refund Request Form V5.0 February 2025**

### 3. APPLYING FOR A REFUND

All applications for a refund must be made using AHMI Refund Request Form and AHMI Application for Withdrawal/Discontinuation Form. This is available from the reception or from the Student Support Officer.

9.1 Students complete the Refund Request Form and Application for Withdrawal/Discontinuation Form.

9.2 The reason for refund and withdrawal should be clearly explained.

9.3 Attach all relevant documents supporting the reason for refund and withdrawal.

9.4 Submit the completed and signed forms as stated to the Student Support Officer or email to [sso@ahmi.edu.au](mailto:sso@ahmi.edu.au)

9.5 Incomplete or unsigned applications for course withdrawal and/or refund requests will not be assessed with subsequent delays to processing

9.6 All complete and signed applications with supporting evidence and verification of identity of applicant will be assessed against the conditions outlined in this policy with approval only being granted by the CFO

9.7 Approved refunds will be paid with a 4 week timeframe after the application for refund has been made

In all circumstances, AHMI will provide a statement and an explanation of how the refund was calculated and make fully available access to Australian Health and Management Institute Complaints Policy.

AHMI dispute resolution process does not circumscribe the student's right to pursue other legal remedies.

#### ENROLMENT FEES

There is a non-refundable enrolment fee for all applications.

#### ADMIN FEES

There is a non-refundable admin fee for all applications.

#### MATERIAL FEES

Materials fees paid and consumed are non-refundable.

#### BANK FEES

Bank fees are non-refundable

#### REFUND PROCESSING FEES

Students are required to pay the published Refund Processing Fee and Non-refundable Admin Fee.

#### PROCESSING TIMES

AHMI will notify students of the outcome of the application for refund within a 4 week timeframe of receipt of a completed and signed application for refund and applicable evidence.

### 4. VISA REFUSAL – OFFSHORE

In the event an off shore overseas student has had their student visa application refused, AHMI will undertake the following:

- Refund the amount of tuition and materials fees paid in advance
- Charge the published refund processing fee
- Retain all non-refundable fees as listed in the Letter of Offer and Acceptance Agreement
- OSHC refunds will be provided as per health cover provider policy
- Refunds will be paid to the person or entity that originally paid the fees and, where possible, in the same currency in which the fees were paid within a 4 week period

REFUND TABLE	
TYPE OF REFUND	CALCULATION OF REFUND
<b>STUDENT DEFAULT</b>	
Unsuccessful Visa Application PRIOR TO COMMENCEMENT ( <b>Offshore Applicant</b> )	100% refund of <i>all unused prepaid course fees</i> (Tuition and Non Tuition) <i>less</i> 1. Refund processing fee 2. Non-refundable enrolment fee 3. Non-refundable admin fee
Withdrawal of enrolment more than 10 weeks prior to agreed start date ( <b>Onshore Applicant</b> )	80% of tuition fees Unused material fees <i>less</i> 1. Refund processing fee

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	2. Non-refundable enrolment fee 3. Non-refundable admin fee 4. Where a student has paid the package CoE fee (\$1,000) no refund will be provided
Withdrawal of enrolment 9 weeks prior to agreed start date <b>(Onshore Applicant)</b>	70% of tuition fees Unused material fees less 1. Refund processing fee 2. Non-refundable enrolment fee 3. Non-refundable admin fee 4. Where a student has paid the package CoE fee (\$1,000) no refund will be provided
Withdrawal of enrolment 4 weeks prior to agreed start date <b>(Onshore Applicant)</b>	30% of tuition fees Unused material fees less 1. Refund processing fee 2. Non-refundable enrolment fee 3. Non-refundable admin fee 4. Where a student has paid the package CoE fee (\$1,000) no refund will be provided
Withdrawal 1 week prior to agreed start date <b>(Onshore Applicant)</b>	No refund
Withdrawal of enrolment after agreed start date <b>(Onshore Applicant)</b>	No refund
Unsuccessful Visa Application & Visa Cancellation after student has commenced course <b>(Onshore Applicant)</b>	No refund
Graduate Diploma of Management (Learning)	No refund
<b>PROVIDER DEFAULT</b> Refunds will be paid in within 14 days after Course cancelled by AHMI	Full refund of unused tuition fee