

Refund Calculation

Student Name:

Student ID:

Reason Code	Reason	Refund Condition
VR1	Student has been refused an Australian Student Visa and has not started the course	Less 5% of the course fees received (including non-tuition fee); or \$500; <u>whichever is less</u>
VR2	Student has been refused an Australian Student Visa and has started the course	Less spent tuition fee of weeks in period (from commencement date to default date)
WD28+	Withdrawal notified in writing and received by the Institute 20 working days or more prior to course commencement	Less \$300 processing fee 70% refund on remaining fees
WD28	Withdrawal notified in writing and received by the Institute less than 20 working days prior to course commencement	Less \$300 processing fee 50% refund on remaining fees
WDA	Withdrawals notified in writing and received by the Institute on or after the course commencement date or student did not commence study at campus location identified (student default)	No refund of current study period tuition
PD	Course cancelled or rescheduled by Baxter Institute (provider default)	100% refund of tuition fees

Documents Required:

- Visa Refusal Letter
 Refund Application Form
 Withdrawal Form
 Bank Details
 Authorisation Letter (if relevant)

Calculation

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| 1. Refund OSHC | <input type="text"/> | <input type="text"/> |
| 2. Tuition fee for 1st study period: | <input type="text"/> | |
| 3. Less Application Fee: | <input type="text"/> | |
| 4. Refund tuition fee for 1st study period: | <input type="text"/> | <input type="text"/> |
| 5. Refund tuition fee for following study period(s): | <input type="text"/> | <input type="text"/> |
| 6. Refund material and equipment fees: | <input type="text"/> | <input type="text"/> |
| Total Refund | <input type="text"/> | |

Comments:

FOR OFFICE USE

Date of Submission:

Administrator's signature:

Refund Deadline:

Refund Officer's Name & Signature:

Date:

Finance Manager's Name Signature:

Date:

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