**LE ROSEY**
HOSPITALITY INSTITUTE

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# REFUND APPLICATION FORM

Please submit your completed form to Le Rosey Hospitality Institute or forward to info@lerosey.edu.au
No refunds will be paid to a third party unless it is indicated at the time the refund application is lodged, that any refunds due are payable to a third party. According to our refund policy the Application/Enrolment fee is NOT refundable. Where a refund is approved, Le Rosey Hospitality Institute will make payment of refunds within 28 days of receipt of the *Refund Application Form*.

## STUDENT DETAILS:

| First Name: | | Family Name: | |
|---|---|---|---|
| Student ID: | | Date of Birth: | /        / |
| Contact Number: | | E-mail: | |
| Address: | | | |
| Original Payment Method: | ○ Credit Card    ○ Direct Deposit    ○ Other:_____ | Payment Date: | /     / |
| Reason for Refund: | | | |

*(If you require more space please attach a separate sheet. Please include independent, original or certified documentary evidence in your application (e.g. medical certificate)*

## REFUND PAYMENT DETAILS: Refund will be processed in Australian Dollars.

| ○ I Agree for Le Rosey Hospitality Institute to refund to a third party other than my student personal account. | Requested Amount: | $ |
|---|---|---|
| **Refund Options:** | | |
| ○ **Cheque / Draft:** | **Mailing Address** (If different from above): _____ <br> _____ | |
| ○ **Direct Deposit into Bank Account:** | BSB No: _____  Account No:_____ <br><br> Account Name: _____  Bank Name: _____ <br><br> Branch Address:_____  SWIFT Code (Overseas): _____ | |

*(Le Rosey Hospitality Institute will NOT be held responsible if any of the following details are incorrect.)*

## STUDENT DECLARATION:

I have read the refund policy and understand the terms and conditions. I am aware of the academic and financial consequences of the above request and have sought appropriate advice on these matters. I understand and agree to be bound by the institution policies and deadlines for the processing of refunds. I declare that the information I have given on this application is correct and understand that by knowingly making false or misleading statements that I may be liable for prosecution. I also authorise the Le Rosey Hospitality Institute to gather and obtain any necessary information pertaining to this application.

I agree to the conditions of this Refund Application and declare that I am the person to whom this refund is to be paid.

Student Signature: _____    Date: ____ /____ /____

# LE ROSEY
## HOSPITALITY INSTITUTE

## REFUND CALCULATION FOR:

Mr. / Ms. _____ Student ID: _____

Please be advised that your request for refund of tuition fees has been approved according to the following code.

| Reason Code | Reasons |
|---|---|
| ○ VR | Visa refused |
| ○ WDA | Withdrawal notified in writing and received by Le Rosey Hospitality Institute 28 days or more prior to the course commencement |
| ○ WDB | Withdrawal notified in writing and received by Le Rosey Hospitality Institute less than 28 days prior to the course commencement and before the commencement date |
| ○ RSCA | Course cancelled or rescheduled by Le Rosey Hospitality Institute |
| ○ VRO | Visa refused but student can study online from offshore |

## REFUND CALCULATION TABLE

| Tuition Fee paid: | (Label A) | Others Fee paid: | (Label B) |
|---|---|---|---|

| Course Commencement date: | / / | Withdrawal notification date: | / / |
|---|---|---|---|
| Days of notice provided in writing: | days | | |

| | |
|---|---|
| **Reason Code VR or RSCA:** Refund 100% of the amount identified at Label A and other Refundable fees. *(Evidence that the student visa was refused or the course was rescheduled or cancelled by Le Rosey Hospitality Institute is required)* | Refund remitted $ |
| **Reason Code WDA:** Refund 70% of the amount identified at Label A and other Refundable fees | Refund remitted $ |
| **Reason Code WDB:** Refund 50% of the amount identified at Label A and other Refundable fees | Refund remitted $ |
| **Reason Code WDC:** No refund | No refund |
| **Reason Code VRO:** Refund of unused tuition fees and other Refundable fees ( withdrawal must be requested prior to the agreed start date) | Refund remitted $ |

| FINANCE DEPARTMENT ONLY | | | | |
|---|---|---|---|---|
| Prepared by: | | | Refund Amount: | $ |
| Authorised by: | | Payment Processed by: | Date: | / / |