



APPLICATION FOR REFUND

> 457 OR 482 TUITION FEE

You are eligible to apply for a refund of excess tuition fees if you can provide evidence that your:

- > Dependants have left the public school system;
- > Visa subclass has changed; or
- > Permanent Residency has been granted

Refunds will be issued on a pro-rata basis from the end of the week in which the evidence provided verifies that the family is no longer required to pay fees.

APPLICANT / PRIMARY CONTACT DETAILS

Family ID:	Date of birth:
Last name:	First name(s):
Telephone:	Email address:
Street + Number:	
Suburb:	Postcode:

PLEASE INDICATE WHICH OF THE FOLLOWING BEST DESCRIBES YOUR SITUATION

- My children have left the Western Australian public school system
- My visa subclass has changed
- I have been granted Permanent Residency
- I have been granted a fee waiver
- My fees have been paid by my employer

ACCOUNT DETAILS (ONLY REQUIRED AS STATED BELOW)

- > Fees paid by online credit card – will be refunded to that credit card
- > Fees paid by direct debit – will be refunded to the same bank account as the debit occurred
- > Fees paid by cheque – please complete the details below
- > All refunds are made in Australian Dollars (\$AUD).

Account holders name:	
Account number:	BSB (Australia only):
Bank name:	
Bank address:	

DECLARATION BY APPLICANT/PRIMARY CONTACT

I certify that:

- I am the applicant/primary contact;
- I have attached a copy of my passport with signature OR Drivers' Licence with signature for verification purposes;
- I have read the application; and
- I have truthfully disclosed all relevant information

Primary Contact Signature:

Date:

DECLARATION BY EMPLOYER

I certify that:

- I am an employer who has paid the fee on behalf of the family;
- I confirm that I have legal authority to sign on behalf of the Employer/Company;
- I have attached evidence that verifies the company name to the nominated bank account;
- The Primary Contact acknowledges that the refund is to be processed to the Employer

Primary Contact Signature:

Date:

Employer Signature or Company Seal:

Date:

SUBMITTING YOUR FORM

When you have completed all details in the form and attached evidence, please either

Email to: TSS.TIWA@dtwd.wa.gov.au

or

Post to: **Attention TAFE International Western Australia**
Locked Bag 16, Osborne Park DC, Western Australia 6916