



AUSTRALIAN TECHNICAL  
& MANAGEMENT COLLEGE

## ATMC Professional Year 2021 Refund Application Form

APYP

ACS

**Note:** Refund application must be made by completing Refund Application form and email to [pystudentsupport@atmc.edu.au](mailto:pystudentsupport@atmc.edu.au). The Refund Application form must be submitted in conjunction with the Withdrawal form.

### Student details

Student ID: \_\_\_\_\_

Application Date: \_\_\_\_\_

First name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**Reason for refund:** Please outline the reasons/circumstances for seeking a refund (evidence must be attached):

### Refund Payment details:

Electronic Funds Transfer (EFT) - Australian bank account

Bank Name: \_\_\_\_\_ Account Name: \_\_\_\_\_

BSB (6 digits): \_\_\_\_\_ Account Number: \_\_\_\_\_

### Refund Policy

#### **These conditions apply:**

ATMC Professional Year will provide full refund of tuition fees within 28 days of receipt of written notice of cancellation, less the admin fees of **AUD\$400.00 (Inc. GST)**, when written notice of cancellation is received **28 days or less** prior to commencement of the Professional Year Program.

A refund of tuition fees will be provided within 28 days of receipt of written notice of cancellation, less the amounts to be retained by ATMC Professional Year as detailed below:

- A non-refundable amount **equal to 50%** of the total tuition fee if written cancellation is received **within 28 days (census date)** from the commencement of the Program.

ATMC Professional Year will make **no refund** of any fees if written notice of withdrawal is received **more than 28 days** after the commencement of either module of the Program.

Applicants who withdraw **after 28 days** from the commencement of the Program are liable for all tuition fees.

*\*Further information regarding refunds can be located within the ATMC PY Terms and Conditions, the Enrolment Agreement and the ATMC PY Fees and Charges, Refund and Withdrawal Policy.*

ATMC PY Refund Application Form v34112021

Australian Technical and Management College Pty. Ltd. as trustee for Australian Technical and Management College Trust  
ABN:73 130 044 745

ATMC Education Group Pty Ltd – ABN: 86 607 713 182

Telephone: +61 4 8880 5001 Email [pystudentsupport@atmc.edu.au](mailto:pystudentsupport@atmc.edu.au) Website: <https://profyear.atmc.edu.au/>

RTO No: 22158 CRICOS: 03013D

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2021 Refund Application Form**

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**Declaration checklist**

- I have read and fully understood the Refund Policy.
- I understand that completing this form does not guarantee a refund.
- I authorize ATMC to pay my refund to the nominated Bank Account as specified on this form. I understand that the accuracy and legibility of the provided banking details is my sole responsibility.
- I declare that the above information is true and correct. I acknowledge that withholding relevant information or providing incorrect information may delay processing of the application.

*Student Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

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**FOR OFFICE USE only:**

Date Received: \_\_\_\_\_ Administrator Name: \_\_\_\_\_ Signature \_\_\_\_\_

Finance Check: \_\_\_\_\_

Comments: \_\_\_\_\_

Refund approved:     Yes     No                      Refund amount: \$ \_\_\_\_\_

Approving Officer Name: \_\_\_\_\_                      Position: \_\_\_\_\_

Approving Officer Signature \_\_\_\_\_

Notes: \_\_\_\_\_