



MANDATORY FORMS	
Please attach to this application form: 1 Copy of passport 2 High School Certificate (or Equivalent) 3 Education Transcript 4 Copy of IELTS/TOEFL results	Friends/Relatives <input type="checkbox"/> Embassy <input type="checkbox"/> Newspapers/Magazine <input type="checkbox"/> Website <input type="checkbox"/> Agent (Name/Stamp) <input type="checkbox"/>

CANCELLATION AND REFUND POLICY

- 1 The Enrolment Processing Fee, Accommodation Placement Fees and Airport Pick-Up Fees are non-refundable whether you complete your course or not.
- 2 An administrative charge of \$100 is made to vary an application.
- 3 Tuition Fees and OSHC are refunded in full where:
 - a) **Cass Training** is advised of the cancellation in writing 30 days or more before a course commences.
 - b) The Australian Embassy/High Commission rejects the Student’s Visa Application in writing and a copy of the rejection letter is sent to Cass.
- 4 Notices of Cancellation are not effective until Cass Training Pty Limited receives written notification of your cancellation.
- 5 Tuition fees will be refunded in part where a student wishes to cancel a course, with a letter signed by the student.
 - More than 28 days before course commencement, less 10% for administrative expenses.
 - Where a cancellation occurs less than 28 days prior to the starting date of the course, 30% of tuition fees will be deducted from the full fee applicable for the semester/course.
- 6 No refunds will be made after the commencement date of the course. Where two or more courses are packaged, the conditions apply to all elements. If Enrolment fee is waived due to special conditions/offers, all refunds will attract an administration charge of \$150.00. Note that for packaged courses the course start date is taken to be the start date of the first course.
- 7 Visa rejection refunds will require a copy of the visa rejection notification from the Australian Embassy/High Commission/DIAC and your official **Cass Training** receipt.
- 8 Course and other fees are not transferable to another student or institution but may be transferred to another course within **Cass Training**.
- 9 All refunds due to student default are in Australian dollars and normal processing time is four weeks.
- 10 Any approved refunds are made payable to and sent to the student or his/her agent, in the country of origin as applicable in Australian dollars.
- 11 Bank charges are deducted for refunds made by bank draft or electronic transfer.
- 12 Personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student.
- 13 Cass will pay a full refund to the student within 2 weeks after the default date when Cass:
 - Does not offer a course on the advertised start date.
 - Terminates a course after the course start date and before the course completion date
 - Does not provide a course as advertised due to sanctions by any authorities.
 This refund is equal to the daily course rate (total tuition fees divided by the total course days) x the number of course days for which the student has not received service.
- 14 All refund considerations will be strictly limited to the moneys which **Cass** has received from the student as tuition fees only; ie, exclusive of all non-refundable fees and agents’ commission (whether this commission was deducted before or after student payment to **Cass**).
- 15 Personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student. This policy does not remove the right to take further action under Australia’s Consumer Protection Laws <http://www.australia.gov.au/Consumer Protection>.



CASS TRAINING
International College

Cass Training Pty Ltd | ABN: 19 056 455 620
CRICOS Provider: 00956C | National Provider: 90309
w: www.casstraining.com.au | e: info@casstraining.com.au

College Campus
First Floor, 51 Moonee St Coffs Harbour, NSW 2450
t: + 61 2 6651 1866 | f: +61 2 6651 1114

Sydney Office
Suite 3 Level 10, 307 Pitt St Sydney, NSW 2000
t: + 61 2 9283 4445 | f: +61 2 9283 4446

METHOD OF PAYMENT																													
<p><u>International Money Order/Electronic Transfer</u></p> <p>Bank: Bendigo Bank Ltd Branch: Coffs Harbour Account Name: Cass Training Pty Limited SWIFT Code: BENDAAU3B BSB 633 000 Account Number 128893062</p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">OR</p> <p><u>Cheque/Cash Deposit:</u></p> <p>Bank: Commonwealth Bank Branch: Coffs Harbour Account Name: Cass Training Pty Limited BSB:062 521 Account Number: 1027 5997</p>																													
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Credit Card Authority

Date: _____

Please debit my credit card: AUD \$ _____

Being payment for tuition fees plus Overseas Student Health Cover (OSHC)

Cardholder's Name: _____

Cardholder's Number: _____

Expiry Date of Card: _____

Credit Card Type: Mastercard Visa

Cardholder's Signature : _____

All Credit Card payments are subject to a 2% Credit Card surcharge.

Please complete this form and return to Cass Training Pty Limited
PO Box 1799, Coffs Harbour NSW 2450 AUSTRALIA
Telephone 61 2 66 511 866 Facsimile 61 2 66 511 114
Email: info@casstraining.com.au

**Cass Training Pty Limited trading as Cass Training International College
(CRICOS 00956C)**