

TUTION FEE REFUNDS

Before applying, please ensure that you have read the LEA Course Modification and Tuition Fee Refund Policy and understood the Procedure, to determine your eligibility for a refund.

In order for a student to be eligible for a subject change refund, or course withdrawal or deferral refund, students are required to submit their application to change their enrolment prior to the census date, by completing the Change of Enrolment Form or Course Withdrawal Form either on-line or as a hard copy to Admissions.

Refunds will be paid:

- To the person or entity from whom the original payment was received.
- In Australian dollars.
- To the same account or credit card from which the original payment was made at the time of enrolment.
- Within four (4) weeks of receiving a refund claim by LEA, provided all the banking information for payment of refund is also received on the application.

In the event that a student has incurred fees due to an administrative error, they shall be refunded 100% of the fees deducted.

In the event that a course has been discontinued by LEA, students shall be refunded in line with the measures detailed in the Course Discontinuation Policy and Procedures.

In the event that students are entitled to a refund due to an administrative error or course discontinuance, the student shall be refunded automatically and is not required to submit a Request for Refund Form.

Refund payments will only be calculated and processed based on LEA's tuition fees.

It is important to recognise that the following fees and charges are not tuition fees and are therefore, non-refundable:

- Application fees
- Course Modification Fee
- Enrolment fees
- Learning materials fees
- Change of course fees
- Late payment administrative charges
- Ancillary charges, including credit card surcharges
- Graduation fees
- Library fines
- Re-marking of assessment fees (where applicable)
- Reprints of transcripts
- Postage, printing or Student ID Card replacement charges.
- Accommodation placement
- Airport pickup
- Photocopying credits

Domestic Students

Domestic students are eligible for a complete refund of the tuition fees if the Request for Refund Form or Course Withdrawal Form is received prior to the census date. There is no refund if the application is made after the census date except in compassionate and compelling circumstances.

International Students (full or partial payment is made depending on the time of withdrawal – please refer to the Course Withdrawal Request Application Form for further details).

(i) Tuition fee refunds, prior to course commencement

- COE has not been issued - 100% tuition fees refund
- Course Withdrawal Form is received at least four weeks prior to course commencement date - 70% of the first semester tuition fee
- Course Withdrawal Form is received by LEA less than four weeks prior to the course commencement – No refund of the first semester tuition fee.

REFUND REQUEST APPLICATION FORM



- (ii) Tuition fee refunds, post course commencement - any unused fees will be considered refundable - Unused fees are those that have been paid to LEA but not applied to a subject by the end of the semester's subject enrolment period
- (iii) Visa refusal - All tuition fees are refunded in full, excluding any enrolment or other administrative fees paid at the time of enrolment and any prepaid Overseas Student Health Cover may be fully or partially refunded.

YOUR PERSONAL AND LEA COURSE DETAILS

Title:	Family Name:	Given Names:
Contact Phone Number:	Email:	Student ID (If applicable):
Course Code:	Course Name:	
		Course Coordinator (If applicable):

Address:		Suburb:
State:	Country:	Postcode:

REASON(S) FOR REFUND

Reason(s) for Requesting a Refund:

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PAYMENT INFORMATION

ORIGINAL PAYMENT METHOD

<input type="checkbox"/> Credit Card	<input type="checkbox"/> Bank Transfer	<input type="checkbox"/> Other (Please Specify):
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REFUND REQUEST APPLICATION FORM



BANK DETAILS

BSB Number:	Bank Name:	
Account Number:	Account Name:	
SWIFT CODE (Overseas):	IFSC Code (Overseas):	IBAN Code (Overseas):
Bank Address:		

STUDENT DECLARATION

Please read the statement below and check the box in acknowledgement.

- I have read the LEA Course Modification and Tuition Fee Refund Policy and Procedure and understood the eligibility criteria.
- Furnished all relevant supporting documentation
- Full Bank/Credit card details have been supplied
- Signed the declaration section in this form

Please return form to:

Lincoln Education Australia
144A Marsden Road
Ermington - 2115
NSW, AUSTRALIA

Email: admissions@lea.edu.au

For any queries or assistance please contact the Admissions on XXXX XXXX.

We will endeavour to contact you as soon as possible regarding your application.

For further information please refer to the LEA Course Modification and Tuition Fee Refund Policy or contact the Course Coordinator and/or the Student Experience Manager.

I declare that the information provided by me is true and complete. I agree to the conditions of this refund. I hereby request a refund of the tuition fees paid.

Signed: _____

Date: _____

REFUND REQUEST APPLICATION FORM



For Office Use Only	
Date Received:	