



EMPLOYER NOMINATION

> TO PAY 457 OR 482 DEPENDANT FEE ON BEHALF OF EMPLOYEE

This form is to be completed by employers nominating to pay the 457 or 482 dependant fee on behalf of their employees.

Once TAFE International Western Australia (TIWA) has received the completed form, a fee advice will be generated in the employer's name and the employer will receive an email explaining payment options.

By signing this form, you consent to the attached tuition fee refund guidelines.

EMPLOYER DETAILS

Company name: _____ Trading name (if different): _____

Street address: _____

Suburb: _____ Postcode: _____

EMPLOYER CONTACT DETAILS

Employer last name: _____ Employer first name: _____

Position (title): _____

Telephone: _____ Mobile: _____ Email: _____

FAMILY DETAILS

I consent to fee advices being issued in the company name for the following family:

Employer name: _____ Signature: Date: _____

Family ID	Family name / employee	Tuition fee amount to be paid

TIWA CONTACT DETAILS

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

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

or

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

TUITION FEE REFUND GUIDELINES

Refunds will be issued for any payments made in excess where the person or entity paying the fee advice can provide evidence that:

- > All dependants listed on the fee advice have left the Western Australian public school system;
- > The 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. A refund will only be issued to the person or entity that has paid the fee advice and is non-transferable.

In the event that an employer has paid the annual tuition fee in full on behalf of an employee, and subsequently terminates the employment contract of the employee, a refund will only be issued when the Department of Education verifies that the dependants of the terminated employee have left the Western Australian public school system.

In the event that an employer has paid the annual tuition fee in full on behalf of an employee and the employee subsequently terminates the employment contract, the onus is on the employer to recoup, from the visa holder, payments made in excess.

Fees paid by credit card will be refunded to the same credit card. Fees paid by direct debit will be credited to the same nominated bank account. All refunds will be paid in Australian dollars \$AUD.

Refunds for Year 11 and 12 students will only be issued when evidence can be provided that they have left the public school system for reasons other than completing the school year that was specified by their enrolling school.

Bridging Visa Holders Please Note:

Refunds will not be issued for 457 or 482 Visa holders who are on a Bridging Visa. A Bridging Visa does not change the conditions and entitlements of the substantive 457 or 482 visa.

REFUND ELIGIBILITY

1. You must notify your children's schools of the change that has occurred.
2. TAFE International Western Australia will notify you if you are eligible to apply for a refund for any excess payments you have made in advance.