



TUITION FEE REFUND GUIDELINES

> FOR DEPENDANTS OF 457 AND 482 VISA HOLDERS, AND EMPLOYERS

Refunds will be issued for any excess payments 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 refunded to the same bank account as the debit occurred
- > Fees paid by cheque will be refunded to the 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.
3. For refunds processed to an employer, TAFE International Western Australia will need to verify the company name to the bank account and see acknowledgement from the primary contact.