UTA INSTITUTE OF TECHNOLOGY

Student Refund Calculation

Student administration | Fillable form

Finance use only. Attach this record to the refund request and retain the evidence, calculation and payment confirmation. This is a manual calculation worksheet: amounts do not calculate automatically. Use the current law and the applicable Written Agreement, not an obsolete fixed percentage table.

1 Student and course details

Student full name

Student ID

Date of birth (DD/MM/YYYY)

Phone / mobile

Email address

Course code and title

Student category

Domestic International

Refund request reference

Claim received date

Default / withdrawal / visa refusal date

Course agreed starting day

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2 Applicable refund basis

Student category for this calculation

○ Domestic ○ Overseas / ESOS

Basis (identify the precise clause / provision below)

☐ Provider default

☐ Visa refusal before commencement

☐ Visa refusal after commencement

☐ Student default under compliant Written Agreement

☐ No compliant student-default agreement

☐ Other / domestic entitlement

Legal / agreement / policy clause and version applied

3 Evidence, entitlement and due date

Where the ESOS visa-refusal-before-commencement rule applies, calculate course fees received less the smaller of 5% of those fees or $500. For applicable provider default, no-compliant-agreement or post-commencement visa-refusal calculations, apply the statutory weekly-tuition and default-period formula. Verify the exact scenario before using a deduction.

Under the Education Services for Overseas Students (Calculation of Refund) Instrument 2024, round the statutory weekly tuition fee up to the next whole dollar and weeks in the default period up to the next whole week. Do not add an administration deduction to a statutory refund unless the law permits it.

Total course tuition fees $

Number of calendar days in course

Weekly tuition fee $ (tuition / course days x 7; round up)

Default-period paid calendar days

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Weeks in default period (days / 7; round up)

Statutory tuition refund $ (if applicable)

Pre-start visa refusal: total course fees received $

Permitted deduction: lower of 5% or $500

Refund deadline / due date

Deadline legal / agreement basis

Evidence checked / payment records / agreement reference

4 Financial worksheet - amounts in AUD

Refund component / permitted deduction	Amount $	Basis / receipt / calculation reference

Suggested components: current-period tuition; future-period tuition; eligible non-tuition fees; OSHC amount actually refundable; permitted deductions. Identify all components and avoid double counting a statutory subtotal. OSHC treatment depends on the insurer / policy and funds held by UTAIT.

Total refund approved $

Currency / original payment method

Calculation notes / statutory comparison / explanation of deductions

5 Authorisation and payment

Prepared by: name / signature / date

Checked / approved by: name / signature / date

Payment date

Payment / receipt reference

Recipient verified by / date

Written calculation sent to student: date