



**Silver Trowel**  
TRADE TRAINING

Unit 3, 92 Mallard Way  
Cannington Western Australia 6107  
Phone: +61 8 9453 0777  
Facsimile: +61 8 9356 2840  
Email: [info@silvertrowel.com.au](mailto:info@silvertrowel.com.au)  
ABN: 70 123 363 495

**APPLICATION FOR REFUND OF STUDENT FEES**

Student Family/surname:	
Personal / First name:	
Student ID number:	Date of Birth:
Email address:	
Telephone number:	Mobile phone number:
Correspondence address:	

Are you currently enrolled at Silver Trowel Trade Training?      Yes  No

I would like to apply for a refund for:

- Cancellation of Skills Recognition Assessment (RPL/RCC)
- Withdrawal of trade skills / business studies program
- Withdrawal from Silver Trowel Trade Training course and transfer to another Australian institution

***If so, please provide a copy of the Letter of Offer from the other Australian institution – your refund will be directly transferred to the relevant institution. If you have already paid your fees to the other institution, please provide the Confirmation of Enrolment (COE) from the other Australian institution – your refund will then be paid into your account.***

**IT IS MANDATORY FOR STUDENTS WITHDRAWING/TRANSFERRING/DEFERRING/SUSPENDING FROM THIS COLLEGE, TO ADVISE THE STUDENT SERVICES OFFICER IN THE FIRST INSTANCE. NO REFUND WILL BE PROCESSED UNTIL THE STUDENT RECORD HAS BEEN UPDATED. NO REFUND WILL BE PROCESSED UNTIL THE STUDENT RECORD HAS BEEN UPDATED AND THE COE CANCELLED.**

Has the Student Services Officer been advised of the withdrawal/deferral/suspension?

Yes       No       Date advised: \_\_\_\_\_

Please note the Letter of Offer Refund Policy, agreed to upon enrolment, which states in the case of withdrawal:

Silver Trowel will apply the following refunds where applicable

- \*\*provide a total refund of tuition fees paid in advance where a course place is no longer available or a Visa has been denied, less the application fee. A supporting letter from DIAC must be provided.**
  - \*\*provide a partial refund of tuition fees paid in advance, where enrolling students provide more than 10 weeks written notice of their intention to withdraw from the course prior to the course commencement. The partial refund will be less the administration fee and less the application fee.**
  - \*\*provide a partial refund of tuition fees paid in advance, where enrolling students provide more than 4 weeks and up to 10 weeks written notice of their intention to withdraw from the course prior to the course commencement. The partial refund will be less 30% of tuition fees and less administration fee and less the application fee.**
  - \*\* provide a partial refund of tuition fees paid in advance, where enrolling students provide is less than 4 weeks written notice of their intention to withdraw from the course prior to the course commencement. The partial refund will be less 60% of tuition fees and less the administration fee and less the application fee.**
  - \*\*provide a partial refund to students who withdraw after the commencement of the course up until the first 4 weeks. The partial refund shall be less 70% of tuition fees and less the administration fee and less the application fee**
  - \*\*apply no refund where a student has withdrawn from the course after the 4th week of the course**
- The above refund definitions apply to a current semester fee refund - all additional semester fees will be refunded in full except in the case of cancellation of an enrolment by Silver Trowel*

Please provide your bank account details (Australian or International) on the attached form.

Please sign below to acknowledge receipt of this advice.

Additional details: \_\_\_\_\_

\_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

