



Richmond School of Business (RSB) Incident Report Form

Personal Details			
<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Visitor	
Student ID		Date of Application	
Given Name(s)		Surname	
Phone		Email	
Address			
Course			
Department			
Personal Details of the witness			
<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Visitor	
Student ID		Date of Application	
Given Name(s)		Surname	
Phone		Email	
Address			
Course			
Department			
Incident Details			
Incident Date			
Incident Time			
Incident reported to		Position	
Date reported		Time reported	
Explain what happened. What were you doing at the time? Include details of methods and equipment's used.			
Signature		Date	

Office Use Only			
Is this refund application approved?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments			
Actioned by		Position	
Signature		Date	
Electronic funds transfer date		Amount received	
Deduction		Amount refunded	

Appendix I - Refund Application Condition and Refundable Amount

Refund Application Condition	Refundable Amount
RSB fails to offer a course or cancels a course during a study period	Full pre-paid unused tuition fees Full pre-paid materials fees
Student Visa is refused prior to course commencement	Provided the student notifies the School no less than 7 days prior to the scheduled course start date, the student will be refunded: Full pre-paid tuition fees Full pre-paid materials fees
Student fails to commence a course, and subsequently provides a notice of withdrawal.	No refund for the tuition of material fees related to the commenced course Pre-paid tuition fees for subsequent courses are refundable All pre-paid materials fees for subsequent courses are fully refundable
Student defers course due to compelling circumstances beyond the student's control.	No refund Fees may be carried forward at the Principal's discretion.
Student withdraws from a course more than 10 weeks prior to course scheduled start date.	Full pre-paid tuition fees less Full pre-paid materials fees
Student withdraws from a course between 4 and 10 weeks prior to course scheduled start date.	Full pre-paid materials fees 70% of total tuition fees are refunded
Student withdraws from a course less than 4 weeks prior to course scheduled start date.	Full pre-paid materials fees 50% of total tuition fees are refunded
Student withdraws from a course on or after course commencement date.	No refund applicable
The student's enrolment is cancelled by RSB for misconduct, Unsatisfactory Academic Progress or Unsatisfactory Attendance.	There will be no refund of any pre-paid fees for the current and subsequent courses.
Student is granted Temporary Resident/Permanent Resident Visa during a study period and student wishes to withdraw from the course.	There will be no refund of any pre-paid fees for the current and subsequent courses.
Student Visa is cancelled during a study period.	No refund applicable
Student Visa is cancelled before commencement of a course.	Full pre-paid tuition fees and material fees are refunded
RSB cancels a course offer based on fraudulent documents and/ or misleading information provided by the student	No refund applicable
Note: \$250.00 Enrolment Fee is non-refundable under any circumstance listed above.	

