Refund Application From

If you would like to request a refund, please fill the form, and include all relevant information. Please attach all evidence required as well. Evidence may include:

- A letter of visa refusal
- Medical certificates
- Evidence of compassionate ground
- Offer of Enrolment from another provider

Student Name:		Student ID:	
Course(s):			
Date of Withdrawal:			

Enrolment status	Please tick
I have commenced my course	☐
I have not commenced my course	☐
I currently owe fees and want them reconsidered	☐

Reason for refund request

Evidence attached (Please list the evidence you have attached to your refund application)

Payments of refunds (Please note,		
Where would you like to receive the refunds?	☐ To the account below	☐ My agent

Bank details for payments *in Australia (onshore)*	Bank:		BSB:	
	Account Number:		Account Name:	

Bank details for payments <u>outside</u> of *Australia (offshore)*	Recipient's full name:	
	Recipient's street address:	
	IBAN or Bank account number:	
	SWIFT/BIC code:	
	Sort codes or routing code:	

Student Signature:	
Printed Name:	Date:

Application Review and Outcome	
Processed by (Name and position):	
Application outcome:	☐ Approved ☐ Not Approved
Comments:	
Staff member Signature:	Date:

Accounts (please fill if a refund amount is approved)				
Processed by (Name and position):				
Total refund amount:				
Comments:				
Paid date:		Student notified	☐ Yes ☐ No	Notification date