



REFUND REQUEST FORM

Please ensure this form is filled correctly. Incorrect or incomplete forms will result in delays or rejections.

Title: Mr/Ms/Miss/Mrs		Student Name:	
Student Number:		Phone:	
Course Title:		Email:	
Group:		Date:	

CONDITIONS FOR REFUND

All Refunds are made according to the Institute's Refund Policy and your signed Offer Letter and Student Acceptance Agreement. If the refund is approved, the refund will be paid into your nominated bank account (or where it is identified that another person or organisation paid the fees, to their nominated bank account) within 10 working days of the decision. All students must ensure they have read and understood the Institute's Refund Policy and your signed Offer Letter and Student Acceptance Agreement prior to completing this form.

BANK REMITTANCE DETAILS

Please provide details of the nominated bank account where you would like the refunded fees transferred into. Where you were not the individual or organisation who made the payments to the Institute, the applicable refund fees will be transferred into their nominated bank account.

Bank Name:		BSB Number/ SWIFT	
Account Name:		Account number:	
Branch:			

REASONS FOR REQUESTING REFUND (PLEASE ATTACH RELEVANT SUPPORTING DOCUMENTATION TO SUPPORT YOUR APPLICATION)

STUDENT DECLARATION

I declare that I have read and understood the Institute’s Student Deferment, Suspension and Cancellation Policy, Student Refund Policy and terms and conditions stipulated in my Offer Letter and Student Acceptance Agreement, and confirm that the information and supporting documentation provided by me is true and correct. I understand that providing false information to the Institute may result in the termination of my enrolment and/or entitlements.

Student Signature: _____ Date: _____

OFFICE USE ONLY

Application Received By	Name:	Signature:	Date:
Application Approved or Rejected:		<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
Action Taken By	Name:	Signature:	Date:
Original Fees Paid: \$ _____		Receipt No: _____	Date of Payment: _____
Total Amount Refunded: \$ _____		Receipt No: _____	Date of Payment: _____
Staff Comments			

