



## REFUND FORM

### Student details

First Name(s):		Family Name:	
Student ID:		Date of Birth:	
Phone Number:		Email:	
Student Address:			
Suburb and Postcode:			
Amount to be refunded:			
Original Receipt No.:		Date of receipt:	
Type of payment:		Date issued:	
Approved by Accounts:		Date:	

### Course details

Course Code and Name	
Course Start Date	

### Please tick the refund type you are requesting

Refund Type	Please Tick the box
1. Visa refused prior to course commencement.	<input type="checkbox"/>
2. Withdrawal at least 10 weeks prior to agreed start date.	<input type="checkbox"/>
3. Withdrawal at least 4 weeks prior to agreed start date.	<input type="checkbox"/>
4. Withdrawal less than 4 weeks prior to agreed start date.	<input type="checkbox"/>
5. Course withdrawn by College (Before the agreed start date).	<input type="checkbox"/>
6. College is unable to provide the course after course start date (for which the original offer was made)	<input type="checkbox"/>
7. The course is not provided fully to the student because the Institute has a sanction imposed by a government regulator.	<input type="checkbox"/>
8. Visa extension is refused	<input type="checkbox"/>
9. Withdrawal from study - current students (not including English Language Studies students) with confirmed extenuating circumstances)*	<input type="checkbox"/>



"Students encountering unforeseen circumstances, such as illness, family obligations, or other exceptional situations, may be unable to attend scheduled course dates. In such cases, upon successful submission of supporting evidence, course fees may be transferred to the next available intake/course, or a refund of unused fees can be arranged. The assessment of extenuating circumstances is at the discretion of the CEO and will be evaluated on a case-by-case basis."

**Method of Refund**     **Bank Transfer**     **Cheque / Draft**

<b>Beneficiary Bank SWIFT/BIC Code (Overseas) or BSB (In Australia)</b>	
<b>Beneficiary Bank Name</b>	
<b>Address</b>	
<b>Country</b>	
<b>Account Holder's Name</b>	
<b>Account Number</b>	
<b>Mailing Address for Cheque / Draft</b>	

**Student declaration**

I, \_\_\_\_\_ authorize the above named account holder to receive my refund.

<b>Student Name</b>			
<b>Student Signature</b>		<b>Date</b>	/ /



**REFUND FORM**

**For office use only**

Form receipt					
1	Received By		Date	/	/
	Signature				
CEO Approval					
2	Approved?	<input type="checkbox"/> YES	(Pass the form and statement detailing the calculation of the refund to accounts to process payment).		Amount Approved: AUD\$ _____
		<input type="checkbox"/> NO	(Send notification to student explaining the reason for rejection. Attach a copy of the rejection with this form and file it in the student file).		
	CEO Comments				
	Name		Signature		Date / /
Accounts Processing					
3	Name		Signature		
	Date of payment	/	/		
<b>NOTE:</b> Please attach a copy of the statement detailing the calculation of the refund and payment receipt with this form and file it in the student file.					