Fee Refund Application Form

1.   Personal Details

Full Name _____

Student ID No. _____

Contact Phone No. _____

Course _____

2.   Refund Request

List the units for which a refund is sought _____

_____

_____

_____

3.   Reasons for Refund Request

I am applying on the following grounds as outlined in the *Fee Refund Policy*:

☐ Withdrawal of my course of study was before the Census Date

☐ Suspended my enrolment before Census Date to take a Leave of Absence or Deferral

☐ Special Circumstances after the Census Date as outlined below:

_____

_____

_____

_____

_____

_____

_____

_____

Supporting evidence and/or documentation should accompany all claims stated above

Please complete either section 4 OR 5. Provide details for one bank account only.

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4. Bank Details – Requesting Refund to an Australian Bank Account

Please make sure the details provided are correct and match a bank account.

Account Holders Name _____

BSB _____

Bank Account No. _____

Account Holders Address _____

5. Bank Details – Requesting Refund to an International Bank Account

Please note:

- All refunds will be made to the bank account provided on this form using direct deposit (electronic funds transfer). If payment was made via credit card, the refund will be credited back to the same credit card used for the original payment or another credit card nominated by you.
- Refunds can be issued to the designated person(s) or nominee specified by you, including parents, guardians, agency or sponsors. You will need to provide the nominee's bank details.
- You will be required to confirm with your bank that they will accept International payments in your nominated currency before submitting your application.
- Once you submit your application, you acknowledge that you have checked and have confirmation from your bank that they will accept International payments in this currency.
- Your refund will be processed in the currency you request on this application and no follow-up emails will be sent from the processing team to confirm your selected currency.
- The Institute is not liable for any financial loss occurred if your bank rejects the payment in your requested currency.
- Please provide a SWIFT, IBAN or CNAPS code. You do not need to provide all three. Your bank will be able to provide you with this information

Account Holder Name _____

Bank Account No. _____

Account Holder Address _____

Name and Address of Bank _____

Swift Code/IBAN/CNAPS _____

Currency _____

6. Student Declaration

- I have read and understood the information contained on this form and in the *Fee Refund Policy*.

- I declare that all information and documents provided to the Institute are correct and true. I understand that providing incorrect/misleading information may cause delay in processing my request.

The Institute is not liable for any financial loss incurred by students where:

Fee Refund Application Form

- payments are refunded in the same currency in which they were originally made.

- you have provided incorrect bank account details to the Institute.

- your nominated bank does not accept the foreign currency specified by you.

Student Signature: _____   Date: _____