



To be completed by all students requesting a refund. All relevant fields **MUST** be filled out or this form will NOT be accepted.

		Date:	
A: Personal Details			
Given Name		Family Name	
Address			
DOB		Phone	
Email		Student ID	
Passport Number		Email	
Course			
B: Refund Reason			
<input type="checkbox"/>	Withdrawal	<input type="checkbox"/>	Transfer to another register provider
<input type="checkbox"/>	Difference in tuition fee	<input type="checkbox"/>	Visa refusal
<input type="checkbox"/>	Accommodation fees	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Failure to meet English Language requirements	<input type="checkbox"/>	_____
C: Payment Details (one option only)			
<input type="checkbox"/>	Bank Transfer (Australia)	BSB:	
		Account Number:	
		Account Name:	
		Bank:	
<input type="checkbox"/>	Bank Transfer (International)	Bank Address:	
		SWIFT Code:	
		Account Number:	
		Account Name:	
<i>**For international bank transfers, if the name is not the same as the person applying, we will require the residential address of the beneficiary. If not provided, process of refund will take longer.</i>			

Bank Details must be correct - accepts AUD – matches exactly to international bank.

If a refund is rejected by your bank and is returned to us there will be a \$60 administration fee applied to your refund.



OFFICE USE ONLY - Finance		Comment
Total paid tuition	\$	
(less) _____ %	\$	
Total	\$	
(plus) OSHC	\$	
(Plus) Other	\$	
Total Refund	\$	

Approved/denied (please print name): _____ Signature _____ Date: _____

Comments: _____