

Refund Application Form

Student Name:		Student ID:	
Location	Onshore	Offshore	
Course:			
Date of Withdrawal/Visa Refusal:			

Enrolment status	Please tick box	Course start date
I have commenced my course	<input type="checkbox"/>	
I have not commenced my course	<input type="checkbox"/>	

Reason for refund request			
<input type="checkbox"/>	Other/Could not get a release from other provider	<input type="checkbox"/>	Visa refusal - attach visa refusal decision record
<input type="checkbox"/>	Change of education provider -attach offer letter	<input type="checkbox"/>	Change of visa class- attach new visa
<input type="checkbox"/>	Medical condition -attach medical certificate	<input type="checkbox"/>	Returning overseas- attach air ticket

Bank Detail	
Account holder Name	
Account holder Address	
Bank Name	
Bank Address	
BSB (Onshore only)	
Bank Swift Code	
Account Number	

Student Signature:	
Printed Name:	
Date:	

OFFICE USE ONLY

Amount received by College/Unspent fund		
Less: Enrolment Fee/Admin charges	(\$400.00)	Please refer to Letter of Offer pg 2- \$200 nonrefundable enrollment fee (Payment schedule table) and refund processing fee of \$200 as per pg 8 (Calculation of refund Table)
Bank Fees/Charges		
Total refund payable		Approved & Transaction executed by:
Transferred date:		
Transaction number		

Please note Bank fees and foreign currency fluctuations may result in lower amount than the Total Refund Amount processed by the College. Please contact your local bank for such variations.