

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	☐	
I have not commenced my course	☐	

Reason for refund request			
☐	Other/Could not get a release from other provider	☐	Visa refusal - attach visa refusal decision record
☐	Change of education provider - attach offer letter	☐	Change of visa class - attach new visa
☐	Medical condition - attach medical certificate	☐	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 enrolment 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.