Refund Application Form

Student Name:		**Student ID:**	
Mobile/Phone		**Email address**	
Course Name:			
Date of Withdrawal *(If applicable):*			

Enrolment Status	**Please tick (✓) appropriate box**
I have commenced my course	☐
I have not commenced my course	☐
I currently owe fees and want them reconsidered	☐

Outline Reason for Refund Request: *(Attach additional pages if required)*
Evidence Attached: *List all evidence attached to this Refund Application Form*

Payment Details:			
Deposit Paid:	$	Enrolment Fee Paid:	$
Tuition Fee Paid:	$	Material Fee Paid:	$
Other Fee Paid: *(Please specify)*	______________________________ $		
TOTAL PAID:	$		
Refund Request Amount:	$		

Bank Account Details *(For payment to be paid into, subject to approval):*			
Account Name:		Bank Name:	
BSB:		Account Number:	

Student Signature:	
Date:	

OFFICE USE ONLY

Student name and number	
Total granted refund amount:	
Processed by:	
Proved by:	
Date processed: *Note: Ensure all documentation is recorded in the SMS and student file.*	