# Refund Request Form

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

| | |
|---|---|
| ❑ Withdrawal | ❑ Transfer to another register provider |
| ❑ Difference in tuition fee | ❑ Visa refusal |
| ❑ Accommodation fees | ❑ Other: |
| ❑ Failure to meet English Language requirements | _____ _____ |

### C: Payment Details (one option only)

| | |
|---|---|
| ❑ Bank Transfer (Australia) | BSB: |
| | Account Number: |
| | Account Name: |
| | Bank: |
| ❑ Bank Transfer (International) | Bank Address: |
| | SWIFT Code: |
| | Account Number: |
| | Account Name: |

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

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

Comments: _____