



REFUND REQUEST FORM

INFORMATION FOR STUDENTS

1. Student should refer to the Refund Policy for International Student to ensure they are eligible for a refund prior to completing this form.
2. All approved refunds will be paid within 20 working days of receiving your complete written request, (filled form and all supporting documents).
3. If your refund request is approved, the refunded amount will be made to the person or company that made the original payment.
4. All refunds are paid in Australian dollars into the bank account nominated in the written request (the person or company that made the original payment).
5. The institute will not authorize tuition fee transfers to any other institution or other students or relatives.
6. Refund request application should be completed and submitted along with supporting documents (The refund request will not be assessed if documents are in-complete). Refund request assessing and processing time frame is a minimum 10 working days.

Student Details	
Full Name:	
Student Number:	
Course Name:	
Reason for request:	
Deposit Account: Please note refunds will only be paid via electronic transfer. Please nominate an authorised bank account details for deposit:	
ACCOUNTS DETAILS	
Account Name:	
BSB No:	
Account No:	
Swift Code (Overseas):	
IFSC Code (Overseas):	
IBAN (Overseas):	
Brand address (Overseas):	

AUTHORISATION	
I authorise refunded amounts to be deposited into the above nominated account.	
Full Name:	
Signature:	Date:



OFFICE USE ONLY

PEO/ Director Decision

Name:

Decision:

Approved

Not Approved

Reason for decision:

Signature:

Date:

Refund available

Tuition Fees:

Enrolment Fees:

Material Fees:

Other Fees:

Total refund amount:

Student/Agent notified

Yes No By:

Date:

Account notified

Yes No By:

Date:

PRISMS updated

Yes No By:

Date:

aXcelerate update

Yes No By:

Date:

Comments:

