

Refund Request Form

Refund No.
(as per refund register)

Section 1 – Student Details

Name:			
Student ID		Date of Birth	/ /
Email:		Mobile:	
Address:			
Course:		Course Start Date:	/ /

Section 2 – Refund Details

I request a refund for the following:

Amount:	\$
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Please tick the type of Refund:

Withdrawal
 Transfer
 Cancellation
 Other (please specify)

Reason: (Please attach any supporting documentation)

Refund Method

<input type="checkbox"/> Onshore Transfer	Account Name			
	BSB		Account No.	

<input type="checkbox"/> Overseas Transfer (transfer fees applies)	Country	
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Beneficiary Name			
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Beneficiary Address			
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Bank Name		SWIFT CODE	
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Bank Address			
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Account Number		IFSC CODE/ Branch Number	
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Acknowledgement

I understand that my request for a refund will be processed in accordance with Refund Policy.

Signature		Date:	/ /
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Section 3 – Authorisation (Office Use Only)

This Refund amount is :

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> ADJUSTED TO \$
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Comments/ Reason for decision / Calculations of Refund

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Signed:		Position:	
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Print Name:		Date Processed:	
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Admin Use Only

Logged in Refund Register:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /
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Logged By:		Signature:	
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Formal Letter/Email Sent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /
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Sent By:		Signature:	
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