



Refund Request Form

Student Details				
Full Name:		Student ID:		
Phone:		E-mail:		
Address:				
Suburb:		State:		Post Code:

Request Details				
Course:		Start date:		End Date:
Amount Paid:		Agency Name:		
Fees Paid by:	<input type="checkbox"/> Agent	<input type="checkbox"/> Student	<input type="checkbox"/> Others:	
Payment mode:	<input type="checkbox"/> EFTPOS	<input type="checkbox"/> Internet Transfer	<input type="checkbox"/> Credit Card	

Bank Details <i>(The refund will be made if approved to the person or agent who paid the fees)</i>				
Bank Name: include SWIFT code <i>[for Overseas]</i>				
BSB/ Branch Code:				
Account Name:				
Account Number:				
IBAN #:				
Branch Address:				
Reason:	<input type="checkbox"/> Withdrawal	<input type="checkbox"/> Visa Refused	<input type="checkbox"/> Cessation of Studies	<input type="checkbox"/> Others <i>(mention below)</i>



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I, (Full Name) _____, declare that,

- I am the original payer named in or, if the original payer is deceased, I have authorized the person named in section 3 (bank details- account name), to receive the refund on my behalf.
- The information provided by me is true and correct.

Student's Signature:

Date:

Document checklist: Agent/ Student		Comments
Completed & signed refund request form:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Student payment authority form	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Documents (If needed)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Office Use Only			
Status	<input type="checkbox"/> Approved		<input type="checkbox"/> Refused
	Reason:		
	Approved by:		Date:

Name:

Refund Date: PMT Reference Number:

Refund Amount:



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Checklist			Comments
COE cancelled	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
OSHC Cancelled	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Refund calculation sheet	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Student notified	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Agent notified (If any)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Student account updated	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Student diary updated	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Student status updated	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Accounting system updated	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Refund checklist checked an uploaded	<input type="checkbox"/> Yes	<input type="checkbox"/> No	