



Refund Request Form

1. Student Details

Full Name:	<input type="text"/>	ID:	<input type="text"/>
Phone:	<input type="text"/>	E-mail:	<input type="text"/>
Street name & number:	<input type="text"/>		
Suburb:	<input type="text"/>	State:	<input type="text"/>
		Post code:	<input type="text"/>

2. Request Details

Course	<input type="text"/>	Start	<input type="text"/>	End	<input type="text"/>
Amount Paid	<input type="text"/>	Agency Name	<input type="text"/>		

Who paid the fees to the college?

Agent

☐

Student

☐

Other

How the fees were paid?

EFTPOS

☐

Internet Transfer

☐

Credit Card

☐

3. Bank Details

The refund will be made if approved to the person or agent who paid the fees.

Bank name:	<input type="text"/>	
BSB/SWFT	<input type="text"/>	
Code:	<input type="text"/>	Account number: <input type="text"/>
IBAN #:	<input type="text"/>	
Bank address:	<input type="text"/>	
Account name:	<input type="text"/>	
Supporting documents:	<input type="text"/>	

Reason for request: Withdrawal ☐ Visa Refused ☐ Cessation of Studies ☐ Other: Mention Below

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 and,
- The information provided by me is true and correct.

Student signature:

Date:



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Office use only

Status	Approved <input type="checkbox"/>	Refused <input type="checkbox"/>
	Reason:	
	<hr/>	
	<hr/>	
Approved by: _____		Date: / /

Name:

Date of Refund / / PMT reference number

Amount Refunded

Document Checklist	Yes	No	Comment
Completed & signed refund request	<input type="checkbox"/>	<input type="checkbox"/>	
Authorisation letter (if needed)	<input type="checkbox"/>	<input type="checkbox"/>	
Refund supporting documents	<input type="checkbox"/>	<input type="checkbox"/>	
Refund calculation sheet	<input type="checkbox"/>	<input type="checkbox"/>	

Checklist	Yes	No	Comment
COE cancelled	<input type="checkbox"/>	<input type="checkbox"/>	
Student notified	<input type="checkbox"/>	<input type="checkbox"/>	
Agent notified (If any)	<input type="checkbox"/>	<input type="checkbox"/>	
Student account updated	<input type="checkbox"/>	<input type="checkbox"/>	
Student diary updated	<input type="checkbox"/>	<input type="checkbox"/>	
Student status updated	<input type="checkbox"/>	<input type="checkbox"/>	
Accounting system updated	<input type="checkbox"/>	<input type="checkbox"/>	
Refund checklist checked and uploaded	<input type="checkbox"/>	<input type="checkbox"/>	