



# REFUND REQUEST APPLICATION FORM

USE BLOCK LETTERS WHEN COMPLETING THIS FORM  
AND PLEASE KEEP A COPY

## INFORMATION FOR STUDENTS

Please read the information below before completing the form.

### GENERAL INFORMATION

- Students should refer to the **Refund Policy for International and Domestic Students** and associated Procedure to ensure they are eligible for a refund prior to completing this form.
- All approved refunds will be paid within 28 days from the date of receipt of the written request.
- All refunds are paid in Australian dollars into the bank account nominated in the written request.
- The Institute will not authorise tuition fee transfers to any other institution or to other students.

### STUDENT DECLARATION

I declare that the information declared on this form is complete and correct. I agree to the conditions of this refund and declare that I am the person to whom this refund is to be paid.

Signature:

Date:

### OFFICE USE ONLY

Received by:

Received date:

Diary Note made in Student Management System

### TO BE COMPLETED BY THE AUTHORISED REPRESENTATIVES

Accounts Reviewed By:

Received date:

Refund Approved:

Refund Declined:

Refund Available:

Tuition Fees:

OSHC:

Other:

Total:

Refund Processed

Form saved in Student Management System  
(erase credit card number first)

Comments:

## PERSONAL DETAILS

Title: Mr Ms Other (please specify)	
Family name:	
First name(s):	Male Female
Date of birth (dd/mm/yy):	
Student ID:	
Phone (home/mobile):	
Email:	
Full address:	
City:	Post code:
State:	Country:
Undergraduate course Diploma of Business Information Systems Associate Degree of Business Information Systems Bachelor of Business Information Systems Bachelor of Accounting Bachelor of Business	
REFUND DETAILS	
Reason for refund:	
Original Payment Method: Credit Card Cohort Pay Other (please specify):	
Refund Payment Option: Direct Deposit into Bank Account (overseas transfers may take longer)	
BSB Number:	Bank Name:
Account Number:	
Account Name:	
Swift Code (overseas):	
IFSC Code (overseas):	IBAN (overseas):
Branch Address:	