

Refund Application Form

Please Note: Applications for refunds may take up to 20 working days to be processed.

Student Name: _____ Student ID: _____

Course Name: _____

Course Code: _____

Course Start Date: ____/____/____ Course End Date: ____/____/____

Bank Details for Refund:

Account Name: _____ Swift Code: _____

BSB No: _____ Account No: _____

Bank Name:

Country: _____

Student Signature: _____ Date: ____/____/____

Reason for refund application:

If you have not commenced your course and are applying for withdrawal then a copy of the completed Application for Withdrawal Form is required to be attached.

If you have commenced your course and are applying for withdrawal then a copy of the completed Change of Course Application Form is required to be attached.

Office Use Only: Outline action is taken and the outcome.

Refund Calculations: (Write the calculations of the refunds below)

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Refund (please ✓):

Paid

☐

Not Paid

☐

Date Paid:

Authorised by: _____ Signature: _____ Date: ____ / ____ / ____