

# Refund Request Form

## 1. Student Details

Full Name:  ID:

Phone:  E-mail:

Street name & number:

Suburb:  State:  Post code:

## 2. Request Details

Course  Start  End

Amount Paid  Agency Name

Who paid the fees to the college?

Agent  Student  Other

How the fees were paid

EFTPOS  Internet Transfer  Credit Card  Cash

## 3. Bank Details

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

Bank Name:

BSB/SWIFT Code:  Account Number:

IBAN #:

Bank Address:

Account Name:

Supporting Documents:

### Reason for request

I, \_\_\_\_\_, 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),
- The information provided by me is true and correct

Student  
signature:

Date:

# Refund Request Form

Office use only

|               |  |
|---------------|--|
| <b>Status</b> | Approved <input type="checkbox"/> Refused <input type="checkbox"/> |
|               | Reason:<br>_____<br>_____  |
|               | 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<br><small>(Letter from Home Affairs, Paid Receipt, Fund Transfer Declaration form, other documents)</small> | <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"/> |         |