



## Refund Request Form – International Students

### 1. Student details

Student Name:		Student ID:	
Address:			
Contact No.:		Email:	

### 2. Request details

Course				
Start Date		End Date		
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 Document				

### 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	
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## Office use only

<b>Status</b>	Approved		Refused	
	Reason			
	Approved By		Date	

Name			
Date of Refund		PMT Reference Number	
Amount Refunded			

Document Checklist	Yes	No	Comment
Completed & signed refund request			
Authorisation letter (if needed)			
Refund supporting documents (Letter from Home Affairs, Paid Receipt, Fund Transfer Declaration form, other documents)			
Refund calculation sheet			

Checklist	Yes	No	Comment
COE cancelled			
Student notified			
Agent notified (If any)			
Student account updated			
Student diary updated			
Student status updated			
Accounting system updated			
Refund checklist checked and uploaded			