

Request for Refund Form

International Students & Applicants

Requests to refund international tuition fees are reviewed by the National Quality, Governance & Compliance Manager and the National Student Records Coordinator via this form; please allow up to 5 business days for review.

- Students are to complete section 1 & 2 and submit to their local Student Adviser or Admissions Adviser (for applicants).
- Student Advisers / Admissions Advisers can complete sections 1 & 2 if required on student instruction, but must ensure section 3 is complete before further submission.
- Student Advisers / Admissions Advisers are to submit the completed form to the National Quality, Governance & Compliance Manager for review.
- Student Advisers / Admissions Advisers will refer to and explain the Refund Policy – International to students so there is clear understanding of when a refund request as appropriate; and provide brief explanation on form.

1. INTERNATIONAL STUDENT DETAILS

Student Number	Date of Birth
Title	Given Name
Family Name	
Email	
Student Visa <input type="checkbox"/> or Temporary visa <input type="checkbox"/>	Phone Number
Course	
Expected course completion date	Campus

2. BANK ACCOUNT DETAILS

Name of Financial Institution
Branch Name
Address of Financial Institution
Account Name
Branch Number (BSB)
Account Number

3. OFFICE USE ONLY – *Student Adviser / Admissions Adviser to complete.*

Student has paid all fees that the refund request relates to: Yes or No

Student enrolment has been: Cancelled or Suspended or Varied

Filemaker check conducted Finance check conducted Refund is: refused or approved

Recommendation - refund should be: refused or approved

Reason for refusal or approval recommendation (including policy reference if relevant):

OFFICE USE ONLY – *International Student Adviser (current students) / National Student Records Coordinator (applicants) to complete.*

TUITION FEES

Subject Code	Cancellation Fee	Refund Amount
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Tuition Fees Totals	\$	\$

OTHER FEES WITHHELD

Fees Type	Fee Paid	Amount Withheld
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Other Fees Totals	\$	\$

TOTAL REFUND DUE: AUD\$ _____

National Quality, Governance & Compliance Manager to complete approval section below.

- National Quality, Governance & Compliance Manager is responsible for advising students of refund refusal and providing reasons for refusal in writing; and submit form to finance.
 - In all other cases, National Student Records Coordinator will advise students of final refund amount; and submit form to finance.
- Approved **within Policy** approved by National Quality, Governance & Compliance Manager, or
- Approved **outside Policy** approved by National Quality, Governance & Compliance Manager, and
- Form sent to Office of Student Records to process refund request.
- Form sent to Finance by Office of Student Records (to pay refund).
- Or
- Refused** by National Quality, Governance & Compliance Manager.

Reason if refund is approved outside policy or refused:

Name: _____ Signature: _____ Date: _____