



## 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 taken and outcome.

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

Refund (please ✓):      Paid       Not Paid       Date Paid: \_\_\_\_\_

Authorised by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

