AFS02 Application for Refund of Fees Form

Refer to the Fees and Refund Policy and Procedure for the full details

Student details			
Student Name:			
Student ID:			
Course Enrolled:			
Contact Details:	**Phone:**		
	Address:		
	Email:		
Date:			

Reason for refund	
Failure to obtain Student Visa *(for international students only)* (please provide documentary evidence)	☐
Change of course (please specify and provide documentary evidence)	☐
Other (please specify and provide documentary evidence)	☐

Provide details for the refund request

Refund processing details	
Direct Credit (within Australia)	☐
Account Holder Name:	
Name of Bank:	
BSB No. (in Australia):	
Account No:	
BY Cheque (within Australia only)	☐
Account Name:	
Telegraphic Transfer (Overseas)	☐
Name of Bank:	
Bank Address:	
Bank Branch:	
Account Holder Name:	
Account No:	
Swift Code:	
IFSC Code (India only):	

Student Declaration		
I understand that the application will be assessed for eligibility for refund according to APPS011 Fees and Refund Policy and Procedures. I acknowledge that I have read and understood the APPS011 Fees and Refund Policy and Procedures.		
Signature:	**Date:**	

Office Use Only

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☐	Admissions (for visa refusal) - verified that visa has been refused on PRISMS (include printout of PRIMS/VEVO/COR event change report)	By:		Date	
☐	Student Service – Cancellation / Withdrawal process completed	By:		Date:	
☐	Finance Dept. - Verify the correctness of Bank Account details	By:		Date	
☐	Finance Dept. - Check the amount to be refunded (commission, OSHC, App Fee, Admin Fee, Date of Application)	By:		Date	
☐	Finance Dept. – A letter for refund application completed	By:		Date	
☐	Finance Dept – note made on student file (if available)	By:		Date	
☐	CEO or Nominee– Refund was approved, and the transaction completed	By:		Date	
☐	Finance Dept. – follow the File Closing process	By:		Date	
☐	Informing the student by	☐ Email	By:		Date	
		☐ Face to face meeting	By:		Date	

Staff in charge Name:			
Staff in charge Signature:		Date:	