

## Student Details

Student Number: \_\_\_\_\_

Course Enrolled In: \_\_\_\_\_

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Address (*Where notification of outcome will be sent*)  
\_\_\_\_\_  
\_\_\_\_\_

State: \_\_\_\_\_

Post Code: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

## Reason for Refund (Please Tick)

- I am withdrawing from my course (Also complete the 'Withdrawal and Cancellation of Enrolment Form')
- The course I applied for is not being offered by Advanced Education and Training
- Transfer to other Institution
- Other (please state)  
\_\_\_\_\_  
\_\_\_\_\_

## Send Refund To: (Please fill in the bank details in block letters and ensure all details are correct)

- Electronic funds transfer (EFT) or T/T (Telegraphic Transfer)

Name of Bank: \_\_\_\_\_ Account Name: \_\_\_\_\_

BSB \_\_\_\_\_ A/C No: \_\_\_\_\_

Beneficiary's name: \_\_\_\_\_

## Student Declaration

I have read and understood the refund policy and procedure available from the Institute, and I am aware that refund decision will be made as per the policy. The information provided on this application is true and correct to the best of my knowledge.

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Refund Application Form

**OFFICE USE ONLY:**

Documentary evidence provided:

Yes

No

Evidence Type: \_\_\_\_\_

Student Notified

Yes

No

Student Management System Updated

Yes

No

**Refund Calculation:**

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

Refund authorised by: \_\_\_\_\_

Date: \_\_\_\_\_