

Refund Application Form

About this form

This form is to be used when making an application for a refund. Please note that in the event we cancel the course before or after commencement, you do not need to complete this form and a refund will be automatically provided to you as per our Fees and Refunds Policy and Associated Procedures. All refunds will be processed as per the information included in your Student Agreement and/or the International Student Handbook about fees and refunds. Provision of bank details below are taken to mean that you authorise payment to this account.

Student details

Given name/s			
Surname			
Date of birth		Student number	
Phone number/s			
Email address			

Reason for refund

<input type="checkbox"/> VISA Refusal <input type="checkbox"/> VISA Breach of Condition <input type="checkbox"/> Course Withdrawal <input type="checkbox"/> Change of Course	<input type="checkbox"/> Provider Transfer <input type="checkbox"/> Change of VISA <input type="checkbox"/> Overpayment / Incorrect Payment <input type="checkbox"/> Other Reason
<p>Please attach documents supporting your reason/s. Refunds cannot be processed without appropriate supporting documents</p>	

Bank details

Bank name	
Country	
BSB or Swift Code	
Account name	
Account number	

Student Declaration

I understand that my request for a refund will be processed in accordance with Grenfell Institute of Technology Australia's Fees and Refunds Policy and Associated Procedures. I also understand that I shall have 20 days to access the Complaints and Appeals process, should I not agree with the outcome or decision.

Name	
Signature	
Date	

FOR OFFICE USE ONLY

AUTHORISATION FOR PROCESSING			
Action to be taken	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Adjusted Amount		
Amount to be refunded			
Reason for action			
Authorised by (Name)		Position	
Signature		Date	
REFUND PROCESSED			
Formal Letter Sent	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
Sent by		Signature	
APPEAL OF DECISION			
Appeal Lodged	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	
Appeal number		Appeal Received by	