

Refund Application Form

Student Name:		Student ID:	
Mobile/Phone		Email address	
Course Name:			
Date of Withdrawal (If applicable):			

Enrolment Status	Please tick (✓) appropriate box
I have commenced my course	<input type="checkbox"/>
I have not commenced my course	<input type="checkbox"/>
I currently owe fees and want them reconsidered	<input type="checkbox"/>

Payment History:	
Tuition fee Paid: _____	Enrolment Fee paid: _____
Material fee paid: _____	OSHC Fee paid: _____
Accommodation Placement Fee Paid: _____	Airport Pick Up paid: _____
Total Paid amount: _____	Payment Date: _____
Payment Method (Please select):	
<input type="checkbox"/> Credit Card, EFTPOS or Debit Card <input type="checkbox"/> Bank Deposit Or Internet Transfer <input type="checkbox"/> Paid to agent	

Outline Reason for Refund Request: (Attach additional pages if required)

Evidence Attached: List all evidence attached to this Refund Application Form

Bank Account Details (For payment to be paid into, subject to approval):			
Account Name:		Bank Name:	
BSB(Swift Code):		Account Number:	
Beneficiary Address:			

Please note:

- For credit card payment, the eligible refund will be refunded to the same card as per the authority retained.
- For Bank Deposits or Internet Transfers, eligible refunds will be processed into the applicant account, or nominated account with the authority verified.
- For the overseas bank account provided, the college will process the refund via USD unless the student formally notices college accepts AUD only. The international transaction fee will be applied as a standard \$40 per transaction done by the college.
- The refund assessment result will be provided as a 'Notice of Refund'. Please refer to the refund policy from <http://www.clintonenglish.vic.edu.au/policy.html> to detail the Refund application situation, refund Calculation table, and processing timeframe.

Student Signature:		Date:	
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*******END*******