

Refund Request Form

Student Number:	Student Name:																												
Email:	Phone:																												
Course:	Course Start Date:																												
Agent Name:																													
<p>Conditions for Refund: All refunds are made according to the SIC's Refund Policy and your signed Offer Letter and Student Acceptance Agreement. If the refund is approved, the refund will be paid into your nominated bank account (or where it is identified that another person or organisation paid the fees, to their nominated bank account) within 10 working days of the decision. An administration fee of \$250 applies to all refunds. All students must ensure they have read and understood the SIC's Refund Policy and your signed Offer Letter and Student Acceptance Agreement prior to completing this form. Please submit a Cancellation of Enrolment form together with your refund request form.</p>																													
Refund Request Details: <i>please tick the appropriate box</i>																													
<input type="checkbox"/> Tuition Fees <input type="checkbox"/> Materials/Resource Fees <input type="checkbox"/> OSHC <input type="checkbox"/> Other - <i>please specify</i> _____																													
Reason(s) for requesting refund (Please attach relevant supporting documentation)																													
Bank Remittance Details (Please select either Local or Overseas Account)																													
Account Name: _____ Account Number: _____																													
<input type="checkbox"/> Local Account Bank Name: _____ Branch: _____ BSB Number: _____	<input type="checkbox"/> Overseas Account Bank Name: _____ SWIFT Code: _____ Correspondent Bank: _____ SWIFT Code: _____																												
<p>Student Declaration: I declare that I have read and understood the SIC's Student Deferment, Suspension and Cancellation Policy, Student Refund Policy and terms and conditions stipulated in my Offer Letter and Student Acceptance Agreement, and confirm that the information and supporting documentation provided by me is true and correct. I understand that providing false information to SIC may result in the termination of my enrolment and/or entitlements. I authorise SIC to transfer the refund amount to the nominated account specified in the Bank Remittance Details above.</p>																													
Student Signature: _____ Date: _____																													
***** OFFICE USE ONLY *****																													
Student Default Date: <i>(Visa Refusal Date)</i>	Application Received by: Signature: _____ Date: _____																												
Refund Calculation: (Application Fee is non-refundable)	Manager: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved _____ Signature: _____ Date: _____																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 20%;">Original fees paid</th> <th style="width: 20%;"></th> <th style="width: 45%;">Amount to refund</th> </tr> </thead> <tbody> <tr> <td>Application Fee</td> <td></td> <td>Tuition Fee</td> <td></td> </tr> <tr> <td>Tuition Fee</td> <td></td> <td>Materials Fee</td> <td></td> </tr> <tr> <td>Materials Fee</td> <td></td> <td>OSHC</td> <td></td> </tr> <tr> <td>OSHC</td> <td></td> <td>Others</td> <td></td> </tr> <tr> <td>Others</td> <td></td> <td>Less Admin Fee</td> <td style="text-align: center;">\$250</td> </tr> <tr> <td>Total</td> <td></td> <td>Total</td> <td></td> </tr> </tbody> </table>		Original fees paid		Amount to refund	Application Fee		Tuition Fee		Tuition Fee		Materials Fee		Materials Fee		OSHC		OSHC		Others		Others		Less Admin Fee	\$250	Total		Total		Comments: Staff Initials and Date: _____
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Materials Fee		OSHC																											
OSHC		Others																											
Others		Less Admin Fee	\$250																										
Total		Total																											
Accounts <input type="checkbox"/> Refund processed <input type="checkbox"/> OSHC Refund <input type="checkbox"/> Commission Payable <input type="checkbox"/> PRISMS – Student Default <input type="checkbox"/> RTOM Updated <input type="checkbox"/> Xero reconciled																													