Request for Refund Form - International Students

Requests to refund international tuition fees are reviewed by the Director, Student Services & Retention via this form, please allow up to 5 business days for review.

* International Student Advisers will refer to and explain the [Refund Policy – International](https://source.endeavourlearninggroup.com.au/Public%20Documents%20Library/DOCID-3-408.pdf) to students so there is clear understanding of when a refund request is appropriate; and provide explanation of form
* Students are to complete Part A (Sections 1 - 4) and submit to their International Student Adviser
* International Student Advisers may complete Part A (Sections 1 - 3) as required, excepting declaration.
* International Student Advisers are to complete the Part B (Sections 5 - 7) and submit the completed form to the Director, Student Services & Retention for review
* Director, Student Services & Retention is responsible for advising students of refund refusal and providing reasons for refusal in writing; and submitting form to finance

PART A - International Student and International Student Adviser to complete Sections 1 - 3

1. PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Student Number Click here to enter text. | | Date of Birth Click here to enter a date. | |
| Visa Type (tick as appropriate) | | Student Visa | Temporary Visa |
| Title Choose an item. | Given Name Click here to enter text. | Family Name Click here to enter text. | |
| Address Click here to enter text. | | | |
| Suburb Click here to enter text. | | State Choose an item. | Postcode Enter postcode. |
| Phone Number Click here to enter text. | |  | |
| Email Click here to enter text. | | | |

1. STUDY DETAILS

|  |  |
| --- | --- |
| Course Click here to enter text. | Campus Click here to enter text. |
| Expected Course Completion Date Click here to enter text. | |

1. BANK ACCOUNT DETAILS

|  |  |
| --- | --- |
| Name of Financial Institution Click here to enter text. | |
| Branch Name Click here to enter text. | |
| Address of Financial Institution Click here to enter text. | |
| Account Name Click here to enter text. | |
| Branch Number (BSB) Click here to enter text. | Account Number Click here to enter text. |

1. DECLARATION

I (the undersigned), declare that I have read and understood the [Refund Policy - International](https://source.endeavourlearninggroup.com.au/Public%20Documents%20Library/DOCID-3-408.pdf) and that the information I have provided within this document is true, correct and complete in every respect. I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in cancellation of my enrolment and/or delays in processing this form:

|  |  |
| --- | --- |
| Student Signature | Date DD/MM/YYYY |

PART B - International Student Adviser to complete Sections 4 - 7

1. ADMINISTRATIVE CHECKS

|  |  |  |  |
| --- | --- | --- | --- |
| Student has paid all fees that the refund request relates to | Yes | No | |
| Student enrolment has been | Cancelled | Suspended | Varied |
| Paradigm check conducted | Finance check conducted | | |
| Recommended outcome of refund request | Approved | Denied | |
| Reason for recommendation (approved / denied): Click here to enter text. | | | |
|  | | | |
|  | | | |

1. TUITION FEES

|  |  |  |
| --- | --- | --- |
| Subject Code | Cancellation Fee | Refund Amount |
|  | $ Click here to enter text. | $ Click here to enter text. |
|  | $ Click here to enter text. | $ Click here to enter text. |
|  | $ Click here to enter text. | $ Click here to enter text. |
|  | $ Click here to enter text. | $ Click here to enter text. |
|  | $ Click here to enter text. | $ Click here to enter text. |
|  | $ Click here to enter text. | $ Click here to enter text. |
|  | $ Click here to enter text. | $ Click here to enter text. |
| Tuition Fees Totals | $ Click here to enter text. | $ Click here to enter text. |

1. OTHER FEES WITHHELD

|  |  |  |
| --- | --- | --- |
| Fees Type | Fee Paid | Amount Withheld |
|  | $ Click here to enter text. | $ Click here to enter text. |
|  | $ Click here to enter text. | $ Click here to enter text. |
|  | $ Click here to enter text. | $ Click here to enter text. |
|  | $ Click here to enter text. | $ Click here to enter text. |
|  | $ Click here to enter text. | $ Click here to enter text. |
|  | $ Click here to enter text. | $ Click here to enter text. |
| Other Fees Totals | $ Click here to enter text. | $ Click here to enter text. |

|  |  |
| --- | --- |
| **TOTAL REFUND DUE** | AUD$ Click here to enter text. |

PART C - Director, Student Services & Retention to complete

1. REQUEST DECISION

|  |
| --- |
| **Approved within Policy** approved by Director, Student Services & Retention, OR |
| **Approved outside Policy** approved by Director, Student Services & Retention, AND |
| Form sent to Finance to process refund request |
| **Refused** by Director, Student Services & Retention |
| Reason if refund request is approved outside policy or refused: Click here to enter text. |
|  |
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| --- | --- |
| Director Student Services & Retention Name Click here to enter text. | |
| Director, Student Services & Retention Signature | Date DD/MM/YYYY |