

## REFUND REQUEST FORM

This form is intended to be used in accordance with the requirements detailed in:

- Enrolment Procedures
- Student Handbook

## INSTRUCTIONS

PLEASE COMPLETE ALL SECTIONS. Refund cannot be processed if the form is not completed correctly.

Date:

Student Number:

Surname:

Given Name(s)

Date of Birth:

Course Enrolled:

Address:

Country:

Agent Name:

I would like to apply for a refund of my fees paid to TriSector for the following reason(s):

I have attached the following as proof: (Please tick as appropriate)

Rejection letter from Australian High Commission or Embassy

Letter of withdrawal

Offer from another provider

Other

## BANK DETAILS

**Beneficiary Name:**

**Beneficiary Address:**

**Bank Name:**

**Bank Address:**

**BSB Number:**

**Account Number:**

**Country:**

**SWIFT Code:**

Please note that processing times for refunds are as stipulated in the International Student Refund Policy.

**STUDENT SIGNATURE:**

**DATE:**

**OFFICE USE ONLY -**

**Acknowledgement of receipt**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

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

:  
Approved  Manager: \_\_\_\_\_ Position: \_\_\_\_\_

Declined  Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provide a reason(s):

**REFUND CALCULATION**

Fees paid by  
Student \_\_\_\_\_

Less Admin Fees \_\_\_\_\_

Less other  
Deductions \_\_\_\_\_

**REFUND COMPLETED**

Fee Validation:	YES/NO	Director of Operations:	_____	Date :	_____
Refund Actioned:	YES/NO	Accounts Department:	_____	Date :	_____