

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: _____

Full Name: _____

Date of Birth: _____

Education Service 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: _____