

F20 Refund Request Form

STUDENT DETAILS			
First Name			
Last Name			
Date of Birth		Student ID	
Address			
Phone			
Email			
Course(s) Name			
Course Start Date			
Reason for Refund			
Bank details for Refund (Select one preferred method)			
<input type="checkbox"/> Within Australia		<input type="checkbox"/> Outside Australia	
Account Name:			Account Name:
BSB Number:			Bank Name:
Account Number:			Account Number:
Name of the Bank:			Bank Address:
			Swift Code:
			Country:
Student Signature:		Date:	
Office Use Only			
Remarks			
Is the Refund Approved?	Yes / No	If Yes, Approved Amount?	
If No, Reason for Rejection?			
Approved / Rejected By?			Is the outcome communicated to the Student?
			Yes / No
Refund processed?	Yes / No / NA	Is the refund updated in finance system?	Yes / No / NA
Processing staff			Signature
			Date