

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 - Please tick the reason for request below:			
<input type="checkbox"/>	Work Commitments	<input type="checkbox"/>	Transferred to another provider (provide admission documents)
<input type="checkbox"/>	Financial Circumstances	<input type="checkbox"/>	Transferred to another course within AIE
<input type="checkbox"/>	Medical Grounds	<input type="checkbox"/>	Medical reasons
<input type="checkbox"/>	Insufficient study resources and facilities	<input type="checkbox"/>	Visa Cancellation
<input type="checkbox"/>	Others; Please Specify:		
<p>(Note: No withdrawal will be approved unless all outstanding fees are paid.) Please refer to the Refund Policy and procedure in the Student Handbook and AIE website for further information by visiting https://www.aiemel.edu.au</p> <p>International students must state the reason for withdrawing from a course at the Australian Institute of Entrepreneurship, AIE is obliged to report the withdrawal and the reason to the DHA (Department of Home Affairs). All supporting documents should be attached to this form. Please refer to the Refund Policy for any applicable refunds.</p> <p>Additional Comments (If any):</p>			
Please approach the administration department for approval of this application prior to final submission.			
Student can specify person(s), other than themselves who can receive a refund in respect of the overseas student identified in the written agreement.			
Full name of person authorised receive refund on behalf of you			
Relationship with the Student			
Address and contact detail of authorised person			

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Bank details for Refund (Select one preferred method)		
Within Australia	Outside Australia	
Account Name:	Account Name:	
BSB Number:	Bank Name:	
Account Number:	Account Number:	
Name of the Bank:	Bank Address:	
	Country:	
	Swift Code:	
Student Declaration		
<input type="checkbox"/> I have read and understood the policies and procedures for refund at Australian Institute of Entrepreneurship		
<input type="checkbox"/> I am aware about the terms and conditions applied with the amount of refund received by me as mentioned in the AIE's Fee payment and Refund policy.		
<input type="checkbox"/> I have been informed and understand that withdrawing from this course might affect my Visa status. I have been informed to contact DHA for any visa related queries.		
<input type="checkbox"/> I understand that my refund shall be processed within 20 working days of lodging this request.		
Student Signature:		Date:
Office Use Only		
	<i>Signature</i>	<i>Date</i>
Request received		
Refund Application Processed by:		
Manager approval		
Decision Granted	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the outcome communicated to the student?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Entered in Student Management System (If yes)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the refund updated in the finance system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> NA
Comments (If any)		