

Refund Request Form

| Student Details | | |
|---|--|---|
| Student ID: | | |
| Student Name: | | |
| Course: | | |
| Date: | | |
| Refund Request Details | | |
| Refund Request Details: <i>please tick the appropriate box</i> | | |
| <input type="checkbox"/> Tuition Fees <input type="checkbox"/> Other - <i>please specify</i> | | |
| Reason: | | |
| CEO Response: | <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved – <i>provide explanation/evidence</i> | |
| Student Bank Account Details | | |
| Account Name: | | |
| BSB: | | Account No: |
| <i>I authorise refunded amounts to be deposited into the nominated account</i> | | |
| Student's Signature: | Date: | |
| Office Use Only | | |
| Student Support Officer | Accounts | Administration |
| Request Received: | Amount Refunded: | <input type="checkbox"/> Request/receipt processed <input type="checkbox"/> VET Trak Updated |
| Date: | \$ Date: | Date: |
| Comments: | | |