Austrasia College Pty Ltd
RTO ID: 45303 | CRICOS Code: 03659K
ABN: 33 616 949 412
T: +612 8066 0278
E: admissions@austrasia.edu.au
W: www.austrasia.edu.au
A: Level 7, 451 Pitt Street, Haymarket NSW 2000

Refund Application Form

Please ensure to fill this form correctly. Incorrect or incomplete forms will result in delays or rejections.

Title: Mr / Ms / Miss / Mrs	**Student Name:**
Student Number:	**Phone:**
Email:	**Course Title:**
Batch/Session:	**Date:**

Conditions for Refund

1. If withdrawing from a course, then a copy of the Withdrawal/Cancellation Form is required to be attached.
2. Applications for refunds may take up to 20 working days (4 weeks) to be processed. Fees and charges may apply during the refund process. For full details, please refer to the Cancellation and Refund Policy available in the Student Handbook and on the College website.
3. Approved refunds will be paid directly into the bank account from which the original payment was received. All refund payments will be made in Australian dollars only. If the refund is processed via bank draft or electronic transfer, any applicable bank charges will be deducted from the total refund amount. It is important that accurate bank account details are provided to ensure timely and secure processing of the refund.

Bank Name: _____ Account Name: _____

Account Number: _____ BSB Number: _____

Reasons for Requesting Refund (Please select the option from below that describe your situation)

The applicant is going to

☐ Leave Australia permanently (Please attach relevant supporting documentation to support your application)

☐ Apply at ART- Administrative Review Tribunal (Please attach relevant supporting documentation to support your application)

Additional comments (if required):

_____

_____

Student Declaration

I declare that I have read and understood the AC's Student Deferment, Suspension and Cancellation Policy, Student Refund Policy and terms and conditions specified in my Offer Letter and Student Acceptance Agreement and confirm that the information and supporting documentation provided by me is true and correct.

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The information I have provided in this application is true and correct. I acknowledge that any incorrect information can result in a delay of this application being processed. Any fees incurred by Austrasia College due to incorrect information being provided will be deducted from your refund amount.

Student Signature: _____ Date: _____

Office use only			
Application Received By	**Name:**	**Signature:**	**Date:**
Admission Department	**Comments:**		
	Name:	**Signature:**	**Date:**
Accounts Department	**Comments:**		
	Original Fees Paid: $		
	Total Refund Amount: $		
	Name:	**Signature:**	**Date:**
Application	**Approved** ☐ **Rejected** ☐		
Action Take By (Academic Manager)	**Name:**	**Signature:**	**Date:**
Original Fees Paid	**$**	**Receipt No**	**Date:**
Total Refund Amount	**$**	**Receipt No**	**Date:**
Staff Comments:			

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