

HFS02: Application for Refund of Fees Form

Your details			
Name:			
Student ID <i>(if applicable)</i> :			
Course Enrolled:			
Contact Details:	Phone:		
	Address:		
	Email:		
Date:			
Reason for refund			
Failure to obtain Student Visa <i>(for international students only)</i> (please provide documentary evidence)			<input type="checkbox"/>
Change of course (please specify and provide documentary evidence)			<input type="checkbox"/>
Other (please specify and provide documentary evidence)			<input type="checkbox"/>
Provide details for the refund request			
Refund processing details			
NOTE: Refund will be paid only to the student that has made the application. Refund will not be paid to any third party or representative of the student unless there is sufficient documentary evidence that there is a direct relationship with student. (HPPS11 Fees and Refund Policy.)			
Direct Credit (within Australia)			<input type="checkbox"/>
Account Holder Name:			
Name of Bank:			
BSB No. (in Australia):			
Account No:			
BY Cheque (within Australia only)			<input type="checkbox"/>
Account Name:			
Telegraphic Transfer (Overseas)			<input type="checkbox"/>
Name of Bank:			
Bank Address:	Bank Branch:		
Account Holder Name:	Account No:		
Swift Code:	IFSC Code (India only):		

Declaration	
I understand that the application will be assessed for eligibility for refund according to HPPS11 Fees and Refund Policy. I acknowledge that I have read and understood the HPPS11 Fees and Refund Policy.	
Signed:	Date:

FOR Office Use Only					
<input type="checkbox"/>	Admissions (for visa refusal) - verified that visa has been refused on PRIMIS (include printout of PRIMIS/VEVO/COR event change report)	By:		Date	
<input type="checkbox"/>	Student Service - Cancellation / Withdrawal process completed	By:		Date:	
<input type="checkbox"/>	Finance Dept. - Verify the correctness of Bank Account details	By:		Date	
<input type="checkbox"/>	Finance Dept. - Check the amount to be refunded (commission, OSHC, App Fee, Admin Fee, Date of Application)	By:		Date	
<input type="checkbox"/>	Finance Dept. - A letter for refund application completed	By:		Date	
<input type="checkbox"/>	Finance Dept - note made on student file (if available)	By:		Date	
<input type="checkbox"/>	CEO or Nominee- Refund was approved and the transaction completed	By:		Date	
<input type="checkbox"/>	Finance Dept. - follow the File Closing process	By:		Date	

Staff in charge Name:			
Staff in charge Signature:		Date:	