

HFS02 Application for Refund of Fees Form

Refer to the Fees and Refund Policy and Procedure for the full details

Student details		
Student Name:		
Student ID (if applicable):		
Course Enrolled:		
Contact Details:	Phone:	
	Address:	
	Email:	
Date:		
Reason for refund		
Failure to obtain Student Visa (for international students only) (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. (HPPS011 Fees and Refund Policy and Procedures.)		
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):		
Student Declaration		
I understand that the application will be assessed for eligibility for refund according to HPPS011 Fees and Refund Policy and Procedures. I acknowledge that I have read and understood the HPPS011 Fees and Refund Policy and Procedures.		
Signature:		Date:

Office Use Only

FOR Office Use Only					
<input type="checkbox"/>	Admissions (for visa refusal) - verified that visa has been refused on PRIMMS (include printout of PRIMMS/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	
<input type="checkbox"/>	Informing the student by	<input type="checkbox"/> Email	By:		Date
		<input type="checkbox"/> Face to face meeting	By:		Date

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