

Refund Request Form			Refund No.	
Section 1 – Student Details				
Name:		Date:	/ /	
Student No:		Mobile:		
Email:				
Course:		Start Date:	/ /	
Section 2 – Refund Details				
I request a refund for the following:				
Invoice Number:				
Amount:	\$			
Reason for refund: (Please attach any supporting documentation)				
<input type="checkbox"/> Visa Refusal <input type="checkbox"/> Visa Renewal Refusal <input type="checkbox"/> Visa Breach of Condition <input type="checkbox"/> Other, Description _____ <input type="checkbox"/> Cancellation <input type="checkbox"/> Withdraw <input type="checkbox"/> Transfer <input type="checkbox"/> Credit Transfer <input type="checkbox"/> Deferment				
Acknowledgement				
I understand that my request for a refund will be processed in accordance with the The Australian Institute of Commerce and Technology Refund Policy.				
Bank Details of Student				
Swift Code:		BSB Number:		Account Number
Account Name:				
Signature		Date:	/ /	
Section 3 – Authorisation				
Please tick the type of Refund:				
<input type="checkbox"/> Withdrawal <input type="checkbox"/> Cancellation <input type="checkbox"/> Transfer <input type="checkbox"/> Other (please specify)				
This Refund is:				
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> ADJUSTED TO \$				
Units or items to be refunded				
Item or UOC	Name with Code or Item	Amount in Aud \$	Total amount	
Item or UOC				
Item or UOC				
Item or UOC				
Amount received				
Less cancelation fee				
Less application fee				
			Total Amount of Refund	

Refund Method is:				
<input type="checkbox"/> EFT / CC	<input type="checkbox"/> Cheque		<input type="checkbox"/> Credit to Students The Australian Institute of Commerce and Technology Ongoing Account	
Refund payable to	<input type="checkbox"/> Student		<input type="checkbox"/> Agent	
Signed:			Position:	
Print Name:			Date Processed:	
Admin Use Only				
Logged in FMS:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /
Logged by:			Signature:	
Recorded in student file	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /
Recorded by:			Signature:	
CEO Signature			Date:	