

Application for Refund of Fees

Eligibility for refund is assessed under Apsley college

Fees Policy **Student Details**

| | | | |
|-------------|----------------------|------------|----------------------|
| First Name | <input type="text"/> | Student ID | <input type="text"/> |
| Last Name | <input type="text"/> | Phone | <input type="text"/> |
| Address | <input type="text"/> | Email | <input type="text"/> |
| Suburb/Town | <input type="text"/> | Postcode | <input type="text"/> |
| State | <input type="text"/> | Country | <input type="text"/> |

Refund Details

I would like a refund of my:

- International Tuition Fees
- Fee Overpayment
- Other

Please specify the amount in credit \$

Reasons for seeking refund due to special circumstances

Please state in full detail your reason for seeking refund of your fees. If providing information on special circumstances, please ensure **supporting documentation** is attached.

| Course Code | Course Name | Term | Year |
|-------------|-------------|------|------|
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Fee Refund Payment Details

Please tick which option you prefer:

- Bank transfer to:
 An Australian account (provide details below)
 An overseas account (provide details below & overseas address in Student Details)

Please note: Apsley college is not responsible for any delay which is caused by unclear handwriting or incorrect information provided by the student

Bank transfer Details:

Bank Name Branch

Bank Address

Account Number BSB Number (local accounts)

Account Holder's Name

Swift Code (international accounts only)

IFSC Code (India)

IBAN (if applicable)

Account Holder's Name Phone

State Zip Code Country

Please complete the following checklist

- I have read and understood the Apsley college Fees Policy or alternatively a copy from Student Services.
- I have attached pages of documentary evidence to support the circumstances of my refund application.
- I have provided current mailing address and valid bank details.
- I have withdrawn from the course (s) before submitting this refund application to Student Services.

Declaration

Share of Personal Information - Disclaimer

Information is collected prior to your enrolment, on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

I declare that:

- I wish to apply for a refund of my tuition fees.
- I declare that the information i have given on this application is correct.
- I understand that if i knowingly make false or misleading statements refund may be refused.

Student's Signature:

Date:

Office Use Only

Decision

- Approved
- Declined

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Officers Name:

Signature:

Date: