

Application for Refund of Fees

Eligibility for refund is assessed under Apsley college Fees Policy

Student Details

First Name _____ Student ID _____

Last Name _____ Phone _____

Address _____ Email _____

Suburb/Town _____ Postcode _____

State _____ Country _____

Refund Details

I would like a refund of my:

<input type="checkbox"/>	International Tuition Fees
<input type="checkbox"/>	Fees Overpayment
<input type="checkbox"/>	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 documentation is attached.

Course for which you are applying to have your tuition fee refunded

Course Code	Course Name	Term	Year

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: _____

Account Holder's Name: _____

Swift Code (international accounts only): _____

IFSC Code (India): _____

IBAN (if applicable): _____

Account Holder's Name: _____

Phone: _____ State: _____ Zip Code: _____

Country: _____

Student Checklist

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 documents 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- I have withdrawn from the course (s) before submitting this refund application to Student Services.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 Signature: _____

Date: _____

- Office Use Only**
- Decision Approved**
- Decline**

Officers Name: _____ Signature: _____

Date: _____

