



Payment Refund Form

Student Details

Student Name	
Student ID	
Course Code and Name	
Course Intake	
Campus	

Refund Details

Please note, if you had made payment through a debit or credit card, we will organise for the fees to be returned to the debit or credit card you had previously used. You will not have to complete the Account Name, BSB Number, Account Number and Bank details below.

Reason for Request	
Amount Requested	
Account Name (must be in your name)	
BSB Number	
Account Number	
Bank	



Student declaration

I, _____ hereby declare that the above information is true and correct.

Student signature	
Student name	
Date	



Admin Use Only	
Name	
Position	
Amount Refunded	
Reason for decision	
Notes logged in Student's File	☐ Yes ☐ No Date logged:
Refund processed	☐ Yes ☐ No Date processed:
CEO signature	
Date	