

AUSTRALASIAN COLLEGE OF ADVANCED EDUCATION RTO STUDENTS REFUND REQUEST FORM

Policy Code: RFD-001

(please print clearly – all fields must be completed)

STUDENT ID: _____ TITLE: _____
GIVEN NAMES: _____
SURNAME: _____
DATE OF BIRTH: _____
MOBILE: _____ AUSTRALIAN PHONE: _____
INTERNATIONAL PHONE: _____ EMAIL: _____
ADDRESS: _____
CITY: STATE: _____
POSTCODE: _____ COUNTRY: _____
PROGRAM: _____
CAMPUS: _____

Reasons for Refund: tick applicable & attached required information:

- Visa not granted (confirmation letter from DIAC required must be attached)
- Withdrawal from All Students (copy of Withdrawal from All Students must be attached)
- Leave from Studies (copy of approved Leave from Studies form must be attached)
- Transfer to Another Institution (copy of new Offer Letter must be attached)
- Other (please state) :

Is your refund payment to be made to another person, sponsor or educational institution?

Tick applicable box & attach supporting documentation

- Yes** – Refunds will only be paid by EFT or Telegraphic Transfer (TT). Please read the conditions below:

Where an EFT or TT is sent to a person, sponsor or educational institution nominated by the student, A.C.O.A.E. shall be deemed to have discharged any obligation it may have in relation to the refund of fees to the student and accepts no responsibility for the student not receiving the benefit of such refund of International fees.

- A.C.O.A.E. RTO is not responsible for a student not receiving monies from the nominated recipient.
- A.C.O.A.E. RTO will only make payment providing the following conditions are satisfied:
 - The student must provide a photocopy of their passport photo page as evidence of identity.
 - The student must provide proof that the original payment was made by the person or sponsor who has been nominated to receive the refund.
- No.**

Refund Payment Details: please choose from one of the following refund options and ensure that all details are correct and clearly printed.

Note: If the original payment was made via Credit Card (excluding BPay & Australia Post payments) the refund must be credited back to the same Credit Card used to make the payment.

Payment into bank account:

Electronic Funds Transfer (EFT) – Australian Bank Account

Account Name: A.C.O.A.E. RTO

Bank Name: National Australian Bank

Bank Branch: Sydney 2000

BSB Number: 082057 Account Number: 84 373 85 83

Telegraphic Transfer (TT) – Overseas Bank Account

Note: Refunds are normally made in the currency of your country of permanent residency. A.C.O.A.E. RTO is not liable for any bank charges or variance from foreign exchange rate fluctuations

Beneficiary Name:

Beneficiary Address:

Bank Name:

Bank Address:

SWIFT Code:

IFSC / IBAN:

(IFSC must be provided for Indian account / IBAN must be provided for Pakistan account)

Account Name:

Account Number:

Account Currency:

Overseas Bank Draft – payable to student & mailed to address provided Note: Refunds are normally made in the currency of your country of permanent residency. A.C.O.A.E. RTO is not liable for any bank charges or variance from foreign exchange rate fluctuations

Cheque – payable to student & mailed to current address in my Student Centre

Credit Card - to be used if original payment was by credit card (excluding BPay & Australia Post payments)

Card Type:

- VISA
- Mastercard
- AMEX

Cardholder Name:

Credit Card Number:

Expiry Date:

Please ensure that you have read and understood the Australasian College of Advanced Education RTO Refund for Students Procedure before signing the declaration below.

Student Declaration: I hereby apply for a refund of fees paid and acknowledge that this refund will be processed in accordance with A.C.O.A.E. RTO Refund for Students Procedure. I declare that the information provided on this form is true and complete and that it is my responsibility to provide all necessary documentation to support my refund application.

Student Signature:

Date: