



## APPLICATION FOR REFUND

### STUDENT DETAILS

Family Name \_\_\_\_\_ First Name \_\_\_\_\_

Date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Student ID \_\_\_\_\_

Course(s) Enrolled \_\_\_\_\_

Course Start Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### REASON FOR REFUND: *tick applicable box & attach required documentation*

- Visa refused (attach documentary evidence from DIBP)
- I am changing education providers (*copy of new Letter of Offer must be attached*)
- Withdrawing from course due to compassionate or compelling circumstances
- Other (please state) \_\_\_\_\_

**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 then refund must be credited back to the same Credit Card used to make the payment.

### CREDIT CARD - *to be used if fees were paid by credit card*

Card Type:       Visa                       MasterCard                       Amex

Cardholder's Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiry Date \_\_\_\_ / \_\_\_\_



**Payment into a bank account - to be used if fees were paid by a bank draft or electronic transfer**

**Electronic Funds Transfer (EFT) - Australian Bank Account**

Bank Name: \_\_\_\_\_

Bank Branch: \_\_\_\_\_

Account Name: \_\_\_\_\_

BSB Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Telegraphic Transfer (TT) – Overseas Bank Account**

Note: Refunds are normally made in the currency of your country of permanent residency. Choice Business College is not liable for any bank charges or variance from foreign exchange rate fluctuations.

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Swift Code: \_\_\_\_\_ IFSC / IBAN Code: \_\_\_\_\_

Account Name: \_\_\_\_\_

BSB Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Please ensure that you have read and understood the Choice Business College full refund policy 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 the Choice Business College Refund for International 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.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Office Use only:**

Date Processed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Officer Name and Signature: \_\_\_\_\_

AMOUNT PAID BY STUDENT \_\_\_\_\_

Refund paid and date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

AMOUNT ELIGIBLE FOR REFUND \_\_\_\_\_

Refund not paid

Comments: