



Refund Request Form

Details		Refund Type	Tick
Admin Staff:		VISA Refusal	
Date:		VISA Renewal Refusal	
Student Name & ID:		VISA Breach of Condition	
Student Address:		Withdrawal	
Course:		Transfer	
Course Intake:		Cancellation	

Section 1

I request a refund for the following:

Amount:

Reason: (Please attach any supporting documentation)

Payment Information

Please select your preferred payment option. **Important note:** The refund will be made out to your name in your country of residence. If transferring to another institution, please provide your unconditional offer letter and payment details or account details of your new institution.

Overseas payment Account

Name:

Account Number:

Bank Name and Address:

SWIFT Code:

IBAN (for Europe / UK only):

Australian intermediary bank details:

Bank name and address:

SWIFT Code:

Australian recipient Account

Name:

BSB Number:

Account Number:

Bank Name:

Student Number (new institution):

Section 3

Acknowledgement

I understand that my request for a refund will be processed in accordance with ATCWA Refund Policy.



I also understand that I shall have 20 days to access the Complaints and Appeals process, should I not agree with the outcome or decision.

Print Name:		Signature:	
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Authorisation

Authorisation for Processing

Action to be taken:	APPROVED	DENIED	ADJUSTED AMOUNT	
Item	Amount	Amount	Comments	
Tuition Fees Received				
OSHC Received				
Enrolment Fees Received				
Materials Fees Received				
Total Fees Received				
LESS				
Administration Fees (non – refundable)		\$250.00		
Agent Commission Paid (if any)				
Used Portion of the Tuition Fees (if any)				
Others				
Total Fees to be Deducted				
Amount to be Refunded				

Signed:		Position:	
Print Name:		Date Processed:	

Admin Use Only

Refund Register

Logged in Refund Reg:	Yes	No	Date:	
Logged by:			Signature:	

Refund Processed

Formal Letter Sent:	Yes	No	Date:	
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Sent by:		Date:	
Appeal of Decision			
Appeal Lodged:	Yes	No	Date: