



Student Name:		Student ID:	
Date of Birth :		Date of Withdrawal	
Course:			

Refund reason	Please tick box
I have commenced my course and withdraw from my course	<input type="checkbox"/>
I have not commenced my course	<input type="checkbox"/>
Visa Refused by Department of Home Affairs	<input type="checkbox"/>
Course cancelled or rescheduled by Everest Institute of Education (Ei)	<input type="checkbox"/>
Withdrawing or cancelling due to compassionate & compelling circumstances	<input type="checkbox"/>
Other Reasons -	<input type="checkbox"/>
Student Signature:	
Printed Name:	
Date:	
Student bank account details for refund	
Bank Name	
Account Number	
BSB Number	



**OFFICE USE ONLY**

Course Fees affected :- **No / Yes** , If Yes Difference in Fees Amount \$ \_\_\_\_\_

Outstanding Fees :- **No / Yes** , If Yes Amount due \$ \_\_\_\_\_

**Refund Amount :-** \_\_\_\_\_

Circle - **Approved / Not Approved** By \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
**(CEO Signature) (Date)**

Updated on Student Management System **Yes / No** Date Update \_\_\_/\_\_\_/\_\_\_

Entered by \_\_\_\_\_

Student Informed of the Outcome **Yes / No** Informed by \_\_\_\_\_

Documentation Filed in Student File **Yes / No** Filed by \_\_\_\_\_