Refund Application Form

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	☐
I have not commenced my course	☐
Visa Refused by Department of Home Affairs	☐
Course cancelled or rescheduled by Everest Institute of Education (Ei)	☐
Withdrawing or cancelling due to compassionate & compelling circumstances	☐
Other Reasons -	☐

Student Signature:	
Printed Name:	
Date:	

Student bank account details for refund *(for Australian Bank Account):*	
Bank Name:	
Account Holder Name:	
BSB:	
Account Number:	

Student bank account details for refund *(for International Bank Account):*	
Bank Name:	
Account Holder Name:	
SWIFT/BIC Code:	
Account Number/IBAN:	
Recipient's Address:	

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/Manager 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 _____