

Fee Refund Request Form

About this form

This form is to be utilised for refunding students' fees where student enrolment for the offered qualification is terminated early, or the RTO fails to provide the agreed services.

The form is designed to comply with SRT0 2015 clause 5.3 (c) and The National Codes 2018 Standard 2 and 3.

Australian College of Technical Studies has designed a policy and procedure for fee refunds. Students should read through the policy and procedure before applying for a fee refund. Information related to fee refund is given in the Student Letter of Offer and Agreement, the Student Handbook, and at the time of Orientation.

Student Details

Full Name		
Student ID		
Email		
Phone		
Address		
Course (s) Enrolled	1.	
	2.	
	3.	
Course Start Date:		Course End Date:

Reason (s) Refund Request

<input type="checkbox"/> Visa not granted (Visa Refusal Letter from Department of Home Affairs required)
<input type="checkbox"/> Medical (Letter from General Physician or Specialist required)
<input type="checkbox"/> Transfer (Copy of new offer letter required)
<input type="checkbox"/> Leave (Relevant Documents to support your request)
<input type="checkbox"/> Others

Refund Payment Details (Electronic Transfer Only)

Bank Name	
Account Holder Name	
BSB	
Account Number	
Swift Code	

Student Declaration

I declare that the documents and information I have provided is true and correct. I authorize Australian College of Technical Studies to verify my provided details with any party involved.

Student Signature:	Date:
---------------------------	--------------

CEO / General Manager or the nominated person approval

Name of the Authorized Person:	
Designation:	
Fee Instalment Request Outcome:	
Reason for Decision	
Signature:	Date:

For Admin Use

Application received date		Admin Officer Name	
Refund Letter email date		Email Received by	
Student File update date		Student File updated by	