

## Refund Request Form

*For information on the payment of fees and refunds, refer to ANE College's Refund Policy and procedure in the International Student Handbook and the website.*

*Refund is subject to the return of any ANE College's property or material you may have in your possession. ANE College will respond to the refund request within 20 days in writing. Once the request has been approved, the refund will be processed within four weeks after receipt of the written claim.*

Refunds can take up to 28 days to process.

### Personal Details

**Given Name:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Student Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Passport Number:** \_\_\_\_\_

**Current Australian Address:** \_\_\_\_\_

**Suburb or Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Overseas Address:** \_\_\_\_\_

**Suburb or Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

### METHOD OF REFUND – Please choose one of the following options

**Option 1: Cheque (AUD) to be collected from ANE College (unless otherwise specified).**

Payable to:

\_\_\_\_\_  
\_\_\_\_\_

**Option 2: Australian Bank Transfer**

**Name of the Bank:** \_\_\_\_\_

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

Account Code/Branch Code: \_\_\_\_\_

**Option 3: International Bank Transfer**

Name of the Bank: \_\_\_\_\_

Number and Street: \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_

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

Account Code/Branch Code: \_\_\_\_\_

Swift Code: \_\_\_\_\_

I (i) Bands: (compulsory for any English or European refunds): \_\_\_\_\_

**REASONS FOR REFUND (Please tick one of the boxes below)**

*Read this section carefully and tick the appropriate reason(s). Please ensure that all required documentation is attached to this form when it is lodged at ANE College. Failure to submit all required documents will delay authorisation and processing of the refund.*

Reason	Required Documents
<input type="checkbox"/> Withdrawal from course ANE College	<input type="checkbox"/> Copy of Withdrawal form approved by ANE College
<input type="checkbox"/> Student didn't meet the condition of offer	<input type="checkbox"/> Proof of inability to meet conditions (Administrative fee applies if proof is not submitted)
<input type="checkbox"/> Student visa is withdrawn/cancelled/refused	<input type="checkbox"/> Copy of the decision by Australian Embassy/ Australian High Commission/ Department of Home Affairs confirming the visa withdraw, cancellation or rejection of the visa.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only**

RECEIVED BY STUDENT ADMINISTRATION

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Finance Officer**

<b>Amount Paid:</b>		<b>AUD:</b>	<b>Receipt Number:</b>
<b>Amount Requested:</b>		<b>AUD:</b>	<b>Date:</b>
<b>Non-Refundable enrolment fee: AUD \$250</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b>
<b>Admin Fee</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>W/D Form Course:</b>			
<b>Course Code</b>			
<b>Finance Officer Signature:</b>			

**Please attach proof of payment. Please note that payment will not be processed without proof of payment.**