

Refund Application Form



Your Details

Student Number: _____

Course Enrolled in: _____

First Name: _____

Last Name: _____

Address (Where notification of outcome will be sent)

State: _____

Post Code: _____

Email: _____

Phone: _____

Mobile: _____

Reason for Refund (Please Tick)

- I am withdrawing from my course
(Also complete the 'Withdrawal and Cancellation of Enrolment' Form)
- My student visa application was refused
(Provide a copy of your visa rejection letter from DIBP)
- The course I applied for is not being offered by Ultimate Institute of Australia
- Transfer to other Institution
- Other (please state)

Send Refund to: (Please fill in the bank details in block letters and ensure all details are correct)

- Electronic funds transfer (EFT) or T/T (Telegraphic Transfer)

Name of Bank: _____

Account Name: _____

Branch: _____

City: _____

Province: _____

Country: _____

BSB/SWIFT: _____

A/C: _____

- Cheque (Australia Only)

Beneficiary's name: _____

Student Declaration

I have read and understood the refund policy and procedure available from the Institute, and I am aware that refund decision will be made as per the policy. The information provided on this application is true and correct to the best of my knowledge.

Student's signature: _____ Date: _____

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OFFICE USE ONLY:

Documentary evidence provided: Yes No

Evidence Type:

Student Notified Yes No

Student Management System Updated Yes No

PRISMS updated (If applicable) Yes No

Refund Calculation:

Processed by: _____

Date: _____

Refund authorised by: _____

Date: _____