

# 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: \_\_\_\_\_