

REFUND REQUEST FORM

STUDENT NAME:
STUDENT ID:
DATE OF BIRTH:

COURSE DETAILS

COURSE NAME 1:	START DATE:
COURSE NAME 2:	START DATE:
COURSE NAME 3:	START DATE:

PLEASE EXPLAIN THE REASON FOR THE REFUND (attach supporting documents)
AMOUNT TO BE CLAIMED: \$

If the student is onshore (i.e. in Australia), the student is required to complete the following details:
ACCOUNT NAME:
BSB NUMBER:
ACCOUNT NUMBER:
If the student is offshore (i.e. not in Australia), the student is required to complete the following details:
ACCOUNT NAME:
ACCOUNT NUMBER:
SWIFT CODE:
IFSC CODE:
BANK NAME :
BANK ADDRESS:

STUDENT SIGNATURE:	DATE:
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OFFICE USE ONLY

DECISION:	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED
AMOUNT TO BE REFUNDED:		
REASON FOR NON-APPROVAL:		

- If applicable, the student has been notified in writing that their application has **not** been approved
- The original copy of this form will be placed in the student's individual file

<input type="checkbox"/> I confirm that this refund was calculated in accordance with VTI's Refund Policy:	
SIGNATURE:	DATE: