

REFUND APPLICATION FORM

Student Details			
Name		Date of Birth	
Student ID No.		Phone Number	
Courses/ Enrolled in			
Email			
Address			
Refund Details			
Please tick the applicable box for the subject of your refund:			
☐ Tuition Fees			
☐ Other (please specify)			
Please tick to indicate the prominent reason that you are applying for your specified refund, and elaborate on your circumstance in the space provided below.			
☐ Visa refused before course commencement.			
☐ The institute is unable to provide the course for which the offer was made.			
☐ Withdrawal from the course after fees have been paid before commencement.			
☐ Withdrawal notified and received by the Brunswick Institute on the commencement date or after the semester commences.			
☐ Student breach of visa conditions, and suspension or cancellation of enrolment by the Brunswick Institute.			
☐ Visa Extension refused.			
☐ Other (Please Specify):			
Additional Information			

Payee's full name			
Payee address			
Payee phone number			
Payment methods ☐ Cheque (to be sent to the above address) ☐ Cheque (Collect from the Institute's Reception) ☐ Bank Transfer ☐ Credit Card (Card number payment was made initially with)			
Account details for bank transfer			
Account name			
Bank name			
Bank address			
BSB			
Account number			
SWIFT Code			
Student declaration			
I acknowledged that refunds granted in the above circumstances may incur an education agent's fee where applicable. The refund application will be assessed in accordance with the Fees and Refunds Policy and Procedures published on the Brunswick Institute's website. Refund payments (if approved) will be processed using the same method of payment used to pay the fees initially.			
Student signature		Date	
Office use only			
Refund request	☐ Approved ☐ Declined	Amount (AUD)	
Staff signature		Date	
CEO signature		Date	