

This form is to be used by Students who would like to apply for a refund on payments made on non-tuition items or for fees paid for future study that has yet to commence. Students should check with Student Services or their Campus Bursar about their eligibility prior to submitting this form.

PERSONAL DETAILS

Family Name: First Name:
 (Surname)

Student ID #: Course Name:

REFUND DETAILS (Please answer all questions by ticking Yes or No and writing the total refund requested)

Are you applying for a refund on a deposit or payment that you have made for a course that you have not started but have withdrawn from?	YES		NO	
Are you applying for a refund on a payment that you have made for subjects that are in future but you have been approved to withdraw from your course?	YES		NO	
Are you applying for a refund due to an overpayment of fees owed?	YES		NO	
Other (please specify)	<input type="text"/>			
What is the total refund amount that you are applying for?	\$ <input type="text"/>			

REFUND PROCESSING (Please choose one of the two options below)

- 1) If my application is approved I would like the requested amount credited towards future study
- OR**
- 2) If my application is approved I would like the requested amount refunded to the bank account below

BANKING INFORMATION

Account Name	<input type="text"/>		
Bank Name	<input type="text"/>	Account Number	<input type="text"/>
BSB #	<input type="text"/>	Swift Code (Overseas Student only)	<input type="text"/>
Bank Address (International banks only)	<input type="text"/>		
Address of Account Holder (International banks only)	<input type="text"/>		



SUPPORTING DOCUMENTATION

To support your application for a refund please attach any communication that supports your claim such as:

- Communication from a member of the College
- Tax Invoices
- Records of Payment

POLICY

Please refer to the Refund Policy and Procedure for further information about your application for a refund. All policies can be found online at www.think.edu.au/policiesandforms

DECLARATION

I wish to apply for a refund as outlined in this form. I declare that the information I have provided on this application is true and correct.

I have read and understood the Refund Policy and Procedure and understand that THINK: Colleges may keep a portion of the amount I have paid towards a course I am yet to start as a processing fee.

Signature:

Date:

Please submit this form to Student Services for processing

Office Use only

Received by

Received Date

All documents claimed by applicant have been sighted and are attached

YES

NO

