

This form is for any student or applicant wishing to request a refund. Before completing the form, please refer to the Fees and Refunds Policy and related Procedure. You may also contact Student Services for advice.

## 1. STUDENT DETAILS

Family name		First name	
Contact number		Course name	
<b>FOR AIHE STUDENTS</b>			
Student ID		AIHE email	
<b>IF YOU ARE NOT CURRENTLY AN ENROLLED AIHE STUDENT</b>			
Date of birth		Email address	

## 2. APPLICANT DETAILS (if other than the student)

Family name		First name	
Contact number		Email address	

## 3. REFUND REASON (please provide supporting documents for this request)

<input type="checkbox"/> Cancellation of enrolment/withdrawal If you cancelled your enrolment did you withdraw before the census date? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Overpayment/Reduced enrolment load <input type="checkbox"/> Withdrawn from course due to exceptional circumstances <input type="checkbox"/> International student granted Permanent Residency <input type="checkbox"/> Visa refusal <input type="checkbox"/> Other – specify reason in writing, attach personal statement if not enough space
<input type="checkbox"/> Difference in tuition fee <input type="checkbox"/> Transfer to another registered provider <input type="checkbox"/> Course cancelled by AIHE or course no longer available <input type="checkbox"/> Granted leave of absence	

## 4. PAYMENT DETAILS To the person who originally paid the fees To a third party

<input type="checkbox"/> Bank transfer - Australia	<input type="checkbox"/> Bank transfer - international
Bank:	Bank Address:
BSB:	SWIFT Code:
Account Number:	Account Number:
Account Name:	Account Name:

Please sign and date this Form to certify that the information you have provided is true and correct.

Signature \_\_\_\_\_

Date \_\_\_\_\_

OFFICE USE ONLY - Finance	
Date form received	Comment:
Refund approved (Y/N)	
Total refund to be paid	