**Refund Application Form**

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| **Student Name** |  | **Student ID** |  |
| **Course** |  | **Date of Withdrawal** |  |

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| **Enrolment status** | **Please tick box** |
| I have commenced my course |  |
| I have not commenced my course |  |
| I currently owe fees and want them reconsidered |  |

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| **Reason for refund request** |
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| **Refund Method** | |
| **Method 1 – Refund to an Australian Bank Account** | |
| BSB |  |
| Account Name |  |
| Account Number |  |
| Bank Name |  |
| Branch Name and Address |  |
| **Method 2 – Refund to an Overseas Bank Account** | |
| Full name of account holder |  |
| Home address of account holder |  |
| Bank Name |  |
| Bank Country |  |
| Bank City |  |
| Bank Address |  |
| SWIFT Code |  |
| Bank Identification Code (BIC) |  |
| Account Name |  |
| Account Number |  |
| International Bank Account Number (IBAN) |  |
| Indian Financial System Code |  |
| **Method 3 – Refund to a Credit Card** | |
| Account Name |  |
| Card Type |  |
| Card Number |  |
| Expiry |  |

* All refunds will be processed in accordance with the International Fees Refund Policy and will be paid within 21 working days
* All refunds will be paid via electronic funds transfer (EFT) and will be paid in Australian dollars only. If your local bank does not accept Australian dollars, the refund will be paid in US dollars
* Refunds will be paid into the same account as was used to make the original payment, unless you authorise a third part transfer in ‘Refund Method’ Section
* Please ensure that you fill out this form carefully, as providing incorrect details may cause your refund to be delayed and maybe subjected to additional transaction fees
* Please be aware that your bank may deduct banking transaction fees which could affect the final amount you receive.

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| **Declaration – You must select only ONE option from the section below** |  |
| **Option 1 – Student Declaration**  I have read and agree to the International Fees Refund Policy and Procedures and the above conditions of refund and declare that I am the person to whom this refund is to be paid  Student Signature:  Date: |  |
| **Option 2 – Authorisation to pay refund to a third party (Refund to be paid to someone other than the student)**  I authorise Stirling Institute of Australia to pay this refund to the person whose account details are listed in ‘Refund Method’ Section. I have read and agree to the International Fees Refund Policy and the above conditions of refund and I understand this refund will not be paid directly to me.  Student Signature:  Date: |  |

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| **OFFICE USE ONLY** | | | | | |
| Approved | Yes No | | Student Notified | | Yes No |
| Reason |  | | | | |
| Refund Amount |  | | | | |
| Data and Finance Manager Signature |  | Date | |  | |
| Printed Name |  | | | | |
| Processed by |  | | | | |