

## APPLICATION FOR REFUND FORM

To be completed by students requesting a refund. All fields **MUST** be completed or this form will **NOT** be accepted.

Part A: Personal details			
<b>Student ID:</b>	<input type="text"/>	<b>Date of Birth</b> (dd/mm/yyyy):	<input type="text"/>
<b>Family Name:</b>	<b>Given Name:</b>		
<b>Address:</b>	<b>Suburb:</b>	<b>Post code:</b>	
<b>Contact phone number:</b>	<b>Email address:</b>		
Part B: Student Enrolment Details:			
<i>Please tick <input checked="" type="checkbox"/> the box, which program(s) &amp; study period you are currently enrolled in:</i>			
ELICOS			
<input type="checkbox"/> Class/level currently studying:			
Senior Secondary			
<input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12			
Foundation Studies Program			
<input type="checkbox"/> January <input type="checkbox"/> April <input type="checkbox"/> October			
Higher Education Programs (HEP)			
<input type="checkbox"/> February <input type="checkbox"/> June <input type="checkbox"/> October			
UniStart			
<input type="checkbox"/> March			
Part C – Refund Reason – Documentation is required, see back of form for details			
<input type="checkbox"/> Accommodation placement fee		<input type="checkbox"/> Visa refusal	
<input type="checkbox"/> Difference in tuition fee		<input type="checkbox"/> Withdrawal	
<input type="checkbox"/> Failure to meet English language requirements		<input type="checkbox"/> Other (please specify)	
<input type="checkbox"/> Met English language requirements			
<input type="checkbox"/> Transfer to another registered provider			
<b>Please provide details:</b>			
Part D – Payment Details (please select one option only) ALL details must be filled out			
Bank transfer – Australian Bank		Bank transfer – International Bank	
Bank Name:		Bank name:	
Account name:		Bank Address:	
BSB No:		SWIFT CODE:	
Account No:		Account name:	
		Account No:	
Part F – Student Declaration			
Your request will be assessed in accordance with the Fee Refund Policy on the website <a href="http://www.eynesbury.navitas/policies">www.eynesbury.navitas/policies</a> . The refund process can take up to 4 weeks. If you have not received a response regarding your application after this time please contact the Student Services Unit.			
<input type="checkbox"/> <b>I have read the refund policy as stated above.</b>			
<input type="checkbox"/> <b>I agree with the conditions of refund and declare that I am the person for whom this refund is to be paid</b>			
<b>Student Signature</b>		<b>Date</b>	
Lodgement Details			
<b>In person:</b> Student Services/ Ground Floor at the Coglin Street Campus		<b>By Email:</b> <a href="mailto:studentservices@eynesbury.sa.edu.au">studentservices@eynesbury.sa.edu.au</a>	

Supporting Documentation required		OFFICE USE ONLY		
Reason for refund request:	Supporting Documentation:	Staff Check/Action		Done
Withdrawal	Completed <b>Withdrawal</b> form, airline tickets home (international students only)	SS	Check supporting documentation Process Withdrawal Forward Refund and withdrawal forms to <b>Finance</b> together	
Difference in tuition fees	Completed <b>Change of Program</b> form	SS	Check supporting documentation Process Change of Program Forward refund form to <b>Finance</b>	
Accommodation placement fees	None required	SS Accom	Forward refund form to <b>Accommodation</b> Confirm accommodation placement fee refund. Forward refund form to <b>Finance</b>	
Failure to meet English language requirements	None required	Finance	Check failure in MAZE (no Graduation code in the Course progression for the level)	
Refused student VISA	Letter from Immigration advising of the VISA refusal	SS	Check supporting documentation. Forward refund form to <b>Finance</b>	
Transfer to another registered provider	Release form & Offer	SS	Issue Release letter from Eynesbury Forward refund form to Finance	
Met English Language Requirements	Copy of the IELTS results or other if applicable	SS Finance	Forward Refund form to <b>Finance</b> Check graduation code in MAZE for required Level	
Other	Contact Student Services to discuss the reason and documentation required	SS	Forward Refund form to <b>Finance</b>	

OFFICE USE ONLY - Finance			
	Tuition		Comments:
At \$	week	\$	
Less	%	\$	
	<b>TOTAL</b>	<b>\$</b>	
	OSHC	\$	
	Other	\$	
	<b>TOTAL REFUND</b>	<b>\$</b>	

OFFICE USE ONLY				
Position	Name	Signature	Date	Comment
Accounts				
Director - Finance				