Student Refund Application

NOTE: All refunds are subject to the terms and conditions outlined in the TAFE Queensland Domestic or International Student Refund Policy. Lodging a refund request does not automatically imply that a refund will be granted. Each refund request will be individually assessed for eligibility. An administration fee may be applicable.

**STUDENT DETAILS**

<table>
<thead>
<tr>
<th>Student number:</th>
<th>Family Name:</th>
<th>Given Name/s:</th>
<th>Student:</th>
<th>Domestic</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address:</td>
<td>Phone:</td>
<td>Mobile:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postal address:</td>
<td>State /Country:</td>
<td>Post Code:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REASON FOR REFUND REQUEST** (**Documentary evidence must be attached**)

- [ ] Domestic Student Withdrawal
- [ ] Medical**
- [ ] CANCELLED training agreement
- [ ] Employer Fee
- [ ] Credit transfer approved
- [ ] Visa Rejection**
- [ ] Withdrawal Elicos (less than 14 days)
- [ ] Withdrawal Elicos (more than 14 days)
- [ ] International Withdrawal (more than 14 days)
- [ ] Other**:  

**THIRD PARTY DETAILS** (This section must be completed if the refund is to be paid to a Third Party. Third Party refunds MUST be signed by the student where no official Third Party Contract exists)

- [ ] Organisation
- [ ] Individual
- [ ] ABN / Date of Birth: Name:
- [ ] Email address: Phone: Mobile:
- [ ] Postal address: State /Country: Post Code:

**DOMESTIC STUDENTS ONLY** (If approved, provide details on how the refund is to be issued)

- [ ] Direct bank account deposit: Account Holder/s:
- [ ] Refund payable to: State: Post Code:

**INTERNATIONAL STUDENTS ONLY** (If approved, all refunds to be deposited into nominated bank account)

- [ ] Beneficiary Account Name: BSB: Account number:
<table>
<thead>
<tr>
<th>Country: Bank Name:</th>
</tr>
</thead>
</table>

**OVERSEAS BANK ACCOUNT**

- [ ] Overseas bank account
- [ ] SWIFT code: IFSC code (India only): IBAN Number (For EU Countries):

**INTERMEDIARY BANK**

- [ ] Yes
- [ ] No

- [ ] Intermediary Bank Name:
- [ ] Intermediary Account Number: Country:

**ACKNOWLEDGEMENT**

- [ ] I certify that the information on this form is correct and complete
- [ ] Student
- [ ] TAFE Queensland Staff (Domestic only)

<table>
<thead>
<tr>
<th>Student Signature:</th>
<th>Date: / /</th>
</tr>
</thead>
</table>

Confidentiality and Disclosure of Personal Information: TAFE Queensland complies with the Right to Information Act 2009, Information Privacy Act 2009 and the QLD Public Records Act 2002. We will not make public, disclose or use for purposes other than those required to provide the services requested, the personal information of the customer except to the extent necessary to comply with any government policy relating to the public disclosure of confidential information (which policy is in place at the time of reading this document), the customer provides written consent or we are required to by law or Court order.
## Student Refund Application

### OFFICE USE ONLY

- **Refund recommended:**
  - [ ] Yes
  - [ ] No

- **If no, reason:**
  - Name of submitting Officer:
  - Date: / / 
  - Position: Signature:

- **Change of enrolment processed N/A:**
  - [ ] Yes
  - [ ] No

- **Is the Admin fee to be applied:**
  - [ ] Yes
  - [ ] No

- **Overpayment of fees:**
  - [ ] Yes
  - [ ] No

- **Student Services Fee N/A:**
  - [ ] Yes
  - [ ] No

### REFUND AUTHORISED BY FINANCIAL DELEGATE:

- **Approved:**
  - [ ] Yes
  - [ ] No

- **If no, reason:**
  - Name:
  - Position Title:
  - Signature:

- **Pro-rata refund amount approved:** $

### NON-APPROVAL SENT TO STUDENT:

- [ ] Yes
  - [ ] No
  - Date: / / 

### ACTIONS COMPLETED BY INTERNATIONAL:

- Name:
- Date: / / 

### REFUND PROCESSED BY (Finance Officer):

- Name: Refund No:
- Signature: Date: / / 

### Account Balance/Pro-Rata Refund Approved:

- $ 

### Less Administration Fee (if applicable):

- $ 

### Total refund to be paid:

- $ 

### Added to International Refund database: