

# FEE REFUND APPLICATION FORM



## A. DETAILS

STUDENT DETAILS			
SURNAME		FIRST NAME	MIDDLE NAME
STUDENT NUMBER		DATE OF BIRTH	AGENT
ADDRESS (Must be a Street address not Post Office Box)			
BUILDING/PROPERTY NAME		FLAT/UNIT NUMBER	STREET/LOT NUMBER
STREET NAME		TOWN/SUBURB	STATE
			POSTCODE
REFUND DETAILS			
FOR WHICH COURSE ARE YOU SEEKING REFUND?	COURSE DETAILS		
	COURSE START DATE		
REASON FOR REFUND	<input type="checkbox"/> Visa Refused (provide a copy of Visa Refusal letter) <input type="checkbox"/> Course cancelled by Alana Kaye College <input type="checkbox"/> Enrolment cancelled prior to course commencement <input type="checkbox"/> Failed to commence <input type="checkbox"/> Other: _____		
PAYMENT DETAILS			
AUSTRALIAN BANK ACCOUNT			
BSB		ACCOUNT NUMBER	ACCOUNT NAME
BANK		BRANCH	
IF YOU DO NOT HAVE AN AUSTRALIAN BANK ACCOUNT, PLEASE WRITE DOWN YOUR INTERNATIONAL BANK ACCOUNT DETAILS			
Name on bank account: _____			
Payee's Address: _____			
Bank: _____			
SWIFT CODE: _____			
ACCOUNT NUMBER: _____			

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## B. DECLARATION

I hereby apply for a refund of fees paid and acknowledge that this refund application will be processed in accordance with the Alana Kaye College Refund Policy, which I have read and understood.

\_\_\_\_\_

STUDENT'S SIGNATURE

\_\_\_\_\_

DATE

## C. OFFICE USE ONLY

RECEIVED BY	DATE RECEIVED
COE CANCELLED BY	DATE CANCELLED
REFUND SENT TO STUDENT	DATE SENT
AGENT ADVISED REFUND PAID	DATE NOTIFIED
TOTAL AMOUNT PAID (AUD\$)	DEDUCTION (AUD\$)
TOTAL AMOUNT OF REFUND (AUD\$)	
REFUND APPROVED	DATE APPROVED