

PLEASE ENSURE YOU READ THE CONDITIONS OUTLINED BELOW BEFORE APPLYING:

- Please submit your completed form and forward to **admission@victory.nsw.edu.au**
- No refunds will be paid to a third party unless it is indicated at the time the Refund Request is lodged, that any refunds due are payable to a third party.
- Where a refund is approved, Victory Institute will make payment of refunds within 28 days of receipt of the Refund Request Form.
- A documented administration fee of \$200 will be charged for processing refunds.
- Please note: The 2nd year deposit and material fees are refundable only if the withdrawal application is submitted 5 weeks prior to the agreed start date of your first year of study.

 Submitted date:
PERSONAL DETAILS

Full name		SID	Date of birth
<input type="text"/>		<input type="text"/>	<input type="text"/>
Building name	Unit number	Street number	Street name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City/Town/Suburb	State/Province	Country	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Mobile	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Payment date

<input type="text"/>	Original Payment Method:	Credit card	Direct deposit	Other	<input type="text"/>
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REFUND PAYMENT OPTIONS

Student's signature

Refunds will be processed in Australian Dollars (\$AUD).

I agree for Victory Institute to refund to a Third Party other than my Student Personal Account.

Refund options

Cheque / Draft

Mailing address

 Direct Deposit into Bank Account - *Victory Institute will NOT be held responsible if any of the following details are incorrect.*

Name of bank	Branch	BSB	Account number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account name	SWIFT code (Overseas)		
<input type="text"/>	<input type="text"/>		

REQUESTED REFUND AMOUNT:

Reasons

- Please provide detailed reasons for your application.
- Should you require more space, please attach a separate sheet.

Declaration / Consent

- I have read the refund policy and understand the terms and conditions.
- I am aware of the academic and financial consequences of the above request and have sought appropriate advice on these matters.
- I understand and agree to be bound by the institution policies and deadlines for the processing of refunds.
- I declare that the information I have given on this form is correct and understand that by knowingly making false or misleading statements that I may be liable for prosecution. I also authorise the Victory Institute to gather and obtain any necessary information pertaining to this application.
- I agree to the conditions of this Refund Request and declare that I am the person to whom this refund is to be paid.

Printed name

Date

Student's signature

FOR OFFICE USE ONLY

Refund amount

Date

Prepared by

Authorised by

Payment processed by

FINANCE DEPARTMENT ONLY

Student ID	Requested date	Agent name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Full name	Intake date	Finish date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Course	<input type="text"/>	

Reason for refund request Supporting document/s attached? Yes No

Enrolment fee		Non - Refundable
Prepaid tuition fee		-
Material fee		
Overseas Student Health Cover		
Accommodation placement fee		Non - Refundable
Accommodation fee		
Airport transport fee		Non - Refundable
CoE Fee		Non - Refundable
Total Prepaid Fees		
Enrolment Fee		-
Agent Commission Deducted (if applicable)		-
GST Deducted (if applicable)		-
Cancellation Fee (if applicable)		-
Agent Incentive (if applicable)		-
International Transfer Fee (if applicable)		-
TOTAL REFUND		

Tuition fees & other fees PAID by a student or on behalf of a student Tuition & other fees be REFUNDED in accordance with the Institute's Refund Policy.

Please note:

Reimbursement in the case of provider (Victory Institute of Vocational Education Pty Ltd) default is within (2) two weeks of the default date occurring to the student (sections 27(1) of the ESOS ACT 2000). In the case of student visa refusal and/or student default, the refunds will be made in accordance with the Institute's Refund Policy.

FOR OFFICE USE ONLY
Account Checklist

Date actions made:			
eCoE cancelled:	Yes	No	Initials:
Refund paid:	Yes	No	Initials:
RTOM updated:	Yes	No	Initials:
XERO updated:	Yes	No	Initials:

Refund Authorisation

Approved Due date:	<input type="text"/>
Rejected	
Director's signature:	<input type="text"/>
Date:	<input type="text"/>

Please note:

This and other information may be provided to the Australian Government (DHA), the designated authority (ASQA) and other government agencies in relation to administering the ESOS Act 2000, the National Code 2018 and/or the Migration Act (as amended).