

REFUND REQUEST FORM**PERSONAL DETAILS**

Submitted date:

Full name

SID

Date of birth

Building name

Unit number

Street number

Street name

City/Town/Suburb

State/Province

Country

Postcode

Phone

Mobile

Email

Payment date

Original Payment Method:

Credit card

Direct deposit

Other

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

Account name

SWIFT code (Overseas)

REQUESTED REFUND AMOUNT:

REFUND REQUEST FORM**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

REFUND REQUEST FORM
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 Issue Fee		Non - Refundable
Total Prepaid Fees		
Enrolment Fee	-	
CoE Issue 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).