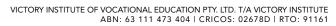


REFUND REQUEST FORM

PERSONAL DETAILS			Submitted dat	te:
- full name			SID	Date of birth
duilding name	Unit number	Street number	Street name	
Sity/Town/Suburb	State/Province		Country	Postcode
hone	Mobile		Email	
ayment date				
Original Payment Method:	Credit card	Direct deposit	Other	
Refund options		ocessed in Australian Institute to refund to a		ny Student Personal Account.
Cheque / Draft				
Mailing address				
Direct Deposit into Bank Account - Victory Ins	titute will NOT be he	eld responsible if any o	of the following details are	e incorrect.
Name of bank	Branch		BSB	Account number
Account name			SWIFT code (Over	rseas)

REQUESTED REFUND AMOUNT:

Market Street Campus: Level 8, 22 Market Street, Sydney NSW 2000, Australia





REFUND REQUEST FORM

Reasons • Please provide detailed reasons for your application.	
Should you require more space, please attach a separate sheet.	
	equest and have sought appropriate advice on these matters. Ilines for the processing of refunds. Understand that by knowingly making false or misleading statements that I Ither and obtain any necessary information pertaining to this application.
Printed name Date	Student's signature

F15 Refund Request Form | Version No 2.4, Updated: 21 July 2025

Date

FOR OFFICE USE ONLY

Refund amount

Prepared by

Payment processed by

Authorised by



REFUND REQUEST FORM

FINANCE DEPARTMENT ONLY

Student ID	Requested date	Agent name		
Full name			Intake date	Finish date
Course				

Reason for refund request Supporting document/s attached? Yes

'es No

F 1 16		N D (111
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		
	-	
	-	
Agent Commission De	-	
GST De	-	
Cancellat	-	
Agent In	-	
International Trans	-	

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:	
Rejected	
Director's signature:	
Date:	

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).