



Application for Refund Form

Date: / /

Student Details:

Name: _____ Student ID: _____

Phone number: _____ Email address: _____
students@imperialee.edu.au

Agent name (if applicable): _____

Refund amount requested:

AUD: \$ _____

Description of reason for refund:

Attached supporting documentation:



Refund payment details:

Refund payment is to be made to: the student another person as indicated on the Letter of Offer

Bank account: Account name: Bank name: BSB No: Account No:

Declaration:

I have read and understood the Institute's *Refund Policy and Procedure* and have completed this form in accordance with the requirements of the Policy. The information I provided in support of my refund request is true, accurate and complete.

Signature:

Name:

Signature:

Office Use Only:

Refund Reference Number:

Received on:

Acknowledged on:

Responsible officer:

Interview or further information requested (if applicable):

Outcome of review:

Written response provided to the student on:

Refund payment made on: