

Application for Refund

To be completed by students requesting a refund. All fields must be completed.

Part A: Personal Details			
Student Id:		DOB:	
Family Name:		Given Name:	
Address:		Suburb:	
		Post Code:	
Phone No:		Email Address:	

Part B – Refund Reason – Documentation Required			
Accommodation Placement Fee: ☐		Visa Refusal: ☐	
Difference in Tuition Fee: ☐		Withdrawal: ☐	
Transfer to another Provider: ☐		Others (Please Specify):	

Part C – Payment Details (Please select one option only) All Details Must be filled	
☐ Bank Transfer – Australian Bank	☐ Bank Transfer – International Bank
Bank Name:	Bank Name:
Account's Name:	Bank Address:
BSB No:	Account's Name:
Account's No:	SWIFT Code:
	IFSC Code:
	Account's No:

Part D – Student Declaration	
The refund process can take up to 28 days. If you haven't received a response regarding your application after this time, please contact Imperial admin staff at admin@imperial.edu.au. All refunds will be assessed in accordance with the Imperial Engineering Education Fee Refund Policy, which can be found on our website: https://imperial.edu.au/wp-content/uploads/2024/01/Student-Refunds-Policy-1.0.pdf ☐ (1) I have read the refund policy as stated above. ☐ (2) I agree with the conditions of refund and declare that I am the person for whom this refund is to be paid.	
Student Signature:	Date:
Lodgement Details	
Imperial Engineering Education 137 Days Rd, Regency Park SA 5010 Phone: (08) 8448 4555	Email: admin@imperial.edu.au

Owner	Group	Endorsed	Version	Name	Approved	Vers.Date	Rev.Date	
Academic Dean	Academic	QAMgr	1.1	Application for refund form	CEO	Aug-2026	Sep-2027	
Location:	SharePoint/Policies							
ONCE PRINTED THIS BECOMES AN UNCONTROLLED DOCUMENT							Page 1 of 2	

Supporting Documents Required		Office Use Only	
Reason for Refund	Supporting Document	Staff Check/Action	Done
Withdrawal	Completed Withdrawal Form, Airline Tickets (International Students only)	Check supporting documentation. Process withdrawal. Forward refund and withdrawal forms to Finance together.	☐
Difference in Tuition Fees	Completed Change of Programme Form	Check supporting documentation. Process change of program. Forward refund form to Finance.	☐
Accommodation Placement Fees	None required	Forward refund form to Accommodation. Confirm accommodation placement fee refund. Forward refund form to Finance.	☐
Refused Student Visa	Letter from DHA advising of the visa refusal	Check supporting documentation. Forward refund form to Finance.	☐
Transfer to another Registered Provider	Release form & offer	Issue release letter from Imperial Engineering Education. Forward refund form to Finance.	☐
Other	Contact Student Services to discuss the reason and documentation required	Forward refund form to Finance.	☐

Comments:

Office Use Only – Finance		
Initial Pre-Paid Tuition Fee:		Comments:
Other Pre-Paid Non-Tuition Fee:		
Total Fee Paid:		
Deducted Enrolment Fee:		
Deducted Other Charges:		
Total Refund:		

Name:		Sign:		Date:	
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