

**REQUEST FOR REFUND OF PREPAID TUITION FEE**

Date of issue:

Student ID	First Name	Family Name	Phone/Email	USI
Course			Agent Name:	

Student whose visa application has been rejected may apply for a refund of prepaid fees minus the application fees incurred in the application such as enrolment fees.

Please write down clearly the reason why you wish to get a refund. Supply all supporting documents for your case. Note:

**For Office Use Only**

Any refund to be processed: <input type="checkbox"/> Yes <input type="checkbox"/> No	PRISMS updated: <input type="checkbox"/> Yes <input type="checkbox"/> No
Statement for refund sent to student? <input type="checkbox"/> Yes <input type="checkbox"/> No	CoE Cancelled and information provided to Immigration: <input type="checkbox"/> Yes <input type="checkbox"/> No

**Administration Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Account details to which you wish the refunds to deposited into. Note: it must be the student account.

**BANK DETAILS**

Account Name..... \_\_\_\_\_  
BSB..... \_\_\_\_\_  
Account Number..... \_\_\_\_\_  
Bank Name..... \_\_\_\_\_  
SWIFT CODE..... \_\_\_\_\_

Details to whom the refund is made:

**PERSON DETAILS**

Name..... \_\_\_\_\_  
Address..... \_\_\_\_\_  
\_\_\_\_\_  
Email..... \_\_\_\_\_  
Phone..... \_\_\_\_\_