

REFUND FORM

Your Personal Details:

First Name:	Family Name:
Student ID:	Date of Birth:
Mobile Number:	Email:
Course Enrolled:	
Course Start Date:	

Reason for refund: tick applicable box & attach required documents

- Visa refused (attach documentary evidence from Department of Home Affairs)
- I am changing education provider (copy of new Letter of Offer must be attached)
- Withdrawing from course due to compassionate or compelling circumstances
- Other (Please state) _____

Refund Payment Details: please choose from one of the following refund options and ensure that all details are correct and clearly printed.

Electronic Funds Transfer (EFT) – Australian Bank Account

Bank Name: _____

Bank Branch: _____

Account Name: _____

BSB NUMBER: _____ Account Number: _____

Telegraphic Transfer (TT) – Overseas Bank Account

Bank Name: _____

Bank Address: _____

Country: _____

Swift /BIC Code: _____ IFSC / IBAN Code: _____

Account Name: _____

Account Number: _____

*** If bank is from china**

Chinese Telegraphic Transfer (TT) Code: _____

Chinese National Identification Number: _____

Please ensure that you have read and understood the Federation Technology Institute full refund policy before signing the declaration below:

Student Declaration: I hereby apply for a refund of fees paid and acknowledge that this refund will be processed in accordance with the Federation Technology Institute Refund for International Students Procedure.

I have read and understood the Federation Technology Institute Complaints and Appeals policy and procedure.

I declare that the information provided on this form is true and complete and that it is my responsibility to provide all necessary documentation to support my refund application.

Student Signature: _____ Date: ____/____/____

OFFICE USE ONLY

Date Processed: ____/____/____	Officer Name & Signature: _____
AMOUNT PAID BY STUDENT _____	<input type="checkbox"/> Refund paid and date ____/____/____
AMOUNT ELIGIBLE FOR REFUND _____	<input type="checkbox"/> Refund not paid
Comments: _____	