



Refund Request Form			Refund No.	
Section 1 – Student Details				
Name:		Date:		
Date of Birth		Student No:		
Email:		Mobile:		
Course:		Start Date:		
Section 2 – Refund Details				
I request a refund for the following:				
Invoice Number:		Amount:	\$	
Reason for refund: (Please attach any supporting documentation)				
<input type="checkbox"/> Visa Refusal <input type="checkbox"/> Cancellation <input type="checkbox"/> Credit Transfer <input type="checkbox"/> Visa Renewal Refusal <input type="checkbox"/> Withdraw <input type="checkbox"/> Deferment <input type="checkbox"/> Visa Breach of Condition <input type="checkbox"/> Transfer <input type="checkbox"/> Other, Description _____				
Acknowledgement				
I understand that my request for a refund will be processed in accordance with the Platinum Institute Australia Refund Policy.				
Bank Details of Student				
Swift Code:		BSB Number:		Account Number
Account Name:				
Signature		Date:	/ /	
Section 3 – Authorisation				
Please tick the type of Refund:				
<input type="checkbox"/> Withdrawal <input type="checkbox"/> Cancellation <input type="checkbox"/> Transfer <input type="checkbox"/> Other (please specify)				
This Refund is:				
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DENIED		<input type="checkbox"/> ADJUSTED TO \$
Units or items to be refunded				
Item or UOC	Code and title or Item	Amount in AUD \$	Total amount	
Item or UOC				
Amount received				
Less cancellation fee				
Less application fee				
		Total Amount of Refund		



Refund Method is:			
<input type="checkbox"/> EFT / CC	<input type="checkbox"/> Cheque	<input type="checkbox"/> Credit to Students Platinum Institute Australia Ongoing Account	
Refund payable to	<input type="checkbox"/> Student	<input type="checkbox"/> Agent	
Signed:		Position:	
Print Name:		Date Processed:	
Admin Use Only			
Logged in FMS:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date: / /
Logged by:		Signature:	
Recorded in student file	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date: / /
Recorded by:		Signature:	
CRICOS Management Signature:		Date:	