APPLICATION FOR REFUND FORM

To be completed by students requesting a refund. All fields MUST be completed or this form will **NOT** be accepted.

Part A: Personal details

Student ID: ☐☐☐☐☐☐	Date of Birth (dd/mm/yyyy):_____/_____/_____
Family Name:	Given Name:
Address:	Suburb:	Post code:
Contact phone number:	Email address:

Part B: Student Enrolment Details:

Please tick ☑ the box, which program(s) & study period you are currently enrolled in:

ELICOS

☐ Class/level currently studying:

Foundation Studies Program

☐ February   ☐ June   ☐ October

Higher Education Programs (HEP)

☐ February   ☐ June   ☐ October

Part C – Refund Reason – Documentation is required, see back of form for details

☐ Accommodation placement fee	☐ Visa refusal
☐ Difference in tuition fee	☐ Withdrawal
☐ Failure to meet English language requirements	☐ Other (please specify)
☐ Met English language requirements	
☐ Transfer to another registered provider	

Please provide details:

Part D – Payment Details (please select one option only) ALL details must be filled out

Bank transfer – Australian Bank	**Bank transfer – International Bank**
Bank Name:	Bank name:
Account name:	Bank Address:
BSB No:	SWIFT CODE:
Account No:	Account name:
	Account No:

Part E – Student Declaration

Your request will be assessed in accordance with the Fee Refund Policy on the website www.eynesbury.navitas/policies. The refund process can take up to 4 weeks. If you have not received a response regarding your application after this time please contact the Student and Academic Services Team

☐ **I have read the refund policy as stated above.**
☐ **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

In person: Student Services/ Ground Floor at the Coglin Street Campus	**By Email:** studentservices@eynesbury.sa.edu.au

Supporting Documentation required		OFFICE USE ONLY	
Reason for refund request:	**Supporting Documentation:**	**Staff Check/Action**	**Done**

Withdrawal	Completed **Withdrawal** form, airline tickets home (international students only)	**SAS**	Check supporting documentation Process Withdrawal Forward Refund and withdrawal forms to **Finance** together	
Difference in tuition fees	Completed **Change of Program** form	**SAS**	Check supporting documentation Process Change of Program Forward refund form to **Finance**	
Accommodation placement fees	None required	**SAS**	Forward refund form to **Accommodation**	
		Accom	Confirm accommodation placement fee refund. Forward refund form to **Finance**	
Failure to meet English language requirements	None required	**F SAS**	Check failure in Navigate (no Graduation code in the Course progression for the level)	
Refused student VISA	Letter from Immigration advising of the VISA refusal	**SAS**	Check supporting documentation. Forward refund form to **Finance**	
Transfer to another registered provider	Release form & Offer	**SAS**	Issue Release letter from Eynesbury Forward refund form to Finance	
Met English Language Requirements	Copy of the IELTS results or other if applicable	**SAS**	Forward Refund form to **Finance**	
		SAS	Check graduation code in Navigate for required Level	
Other	Contact Student and Academic Services to discuss the reason and documentation required	**SAS**	Forward Refund form to **Finance**	

OFFICE USE ONLY - Finance

Tuition		Comments:
At $ week	$	
Less %	$	
TOTAL	**$**	
OSHC	$	
Other	$	
TOTAL REFUND	**$**	

OFFICE USE ONLY

Position	Name	Signature	Date	Comment
SAS Finance				