



## REFUND APPLICATION FORM

<b>Given Name:</b>			
<b>Family Name:</b>			
<b>Student ID</b>			
<b>Address:</b>			
<b>Suburb:</b>		<b>Country:</b>	
<b>Post Code:</b>		<b>Email Address:</b>	
<b>Course Name:</b>			
<b>Course Code:</b>			
<b>Course Start Date:</b>			
<b>Agent Name and contact details (if applicable)</b>			
<b>Please state your reason for a refund application:</b> (Attach additional papers if you need more writing space)			
<b>Date of payment made</b>			
<b>Amount of payment made</b>			
<b>Method of payment made</b>			
<b>Banking details</b> (Please write the details of your account in which you want your refunds to be transferred)  <b>*Please note that if you choose to nominate your Agent's bank details for refund, ETEA will not be responsible for any follow up with the agent.</b>	<b>Swift Code:</b>		
	<b>Name of Account:</b>		
	<b>BSB Number:</b>		
	<b>Account Number:</b>		
	<b>Name of Bank:</b>		
	<b>Branch Address:</b>		

I declare that the bank details provided above are correct and I understand that if I have nominated my Agent's bank details for refund, ETEA will not be responsible for any further claims.

<b>Student Signature:</b>	<b>Date:</b>

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## Office Use Only

Refund Calculations: (description of how refunds are calculated below)

Outline action taken and outcome

Refund (please ✓):

Paid		Date Paid			
Not Paid					
Recommended and assessed by Accounts Department (please✓)		Yes		No	
Account Department Signature:		Date:			
Authorised by CEO (please✓)		Yes		No	
CEO Signature:		Date:			

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