



REQUEST FOR REFUND FORM

INTERNATIONAL STUDENT		
TITLE	GIVEN NAME	FAMILY NAME
STUDENT NUMBER		DATE OF BIRTH
STUDENT VISA <input type="checkbox"/>	OR TEMPORARY VISA <input type="checkbox"/>	PHONE NUMBER
EMAIL		
COURSE		
EXPECTED COURSE COMPLETION DATE		CAMPUS
BANK ACCOUNT		
FINANCIAL INSTITUTION		
BANK CODE		
BRANCH NAME		
ADDRESS		
ACCOUNT NAME		
BRANCH NUMBER		
ACCOUNT NUMBER		
REASON FOR REQUEST (Student Officer to complete)		
CANCELLED ENROLMENT <input type="checkbox"/>	WITHDRAWN <input type="checkbox"/>	TRANSFERRED <input type="checkbox"/>
OTHER REASON (PLEASE STATE BELOW) <input type="checkbox"/>		
SIGNATURE OF STUDENT OFFICER		
DATE		



REFUND DETAILS (PIA Officer to complete)		
CANCELLED ENROLMENT <input type="checkbox"/>	WITHDRAWN <input type="checkbox"/>	TRANSFERRED <input type="checkbox"/>
TOTAL PAID BY STUDENT	\$AU	
REDUCED (YES/NO) AMOUNT	\$AU	
TOTAL REFUND AMOUNT	\$AU	
I have checked and this offer complies with the Enrolment Terms and Conditions in the Offer of Placement for Enrolment letter.		
SIGNATURE OF STUDENT OFFICER		
DATE		

ACCEPTANCE OF OFFER (Student to complete)
All requests for refunds must be made in writing by completing the Request for Refund form.
Approved refunds may either be transferred to another Institution or sent to your home country.
Applications for refunds are generally processed within 28 days.
I have read and understood the Polytechnic Institute Australia Refund Policy and I agree to the terms and conditions.
Please sign and return to Polytechnic Institute Australia Pty Ltd.
STUDENT NAME
SIGNATURE OF STUDENT
DATE