

## APPLICATION FOR REFUND

Refunds will be paid in Australian dollars (AUD) within 28 days of receipt of a complete application and applicants will be provided with an electronic letter explaining how the refund was calculated according to the principles within this policy. Applicants must specify their preferred email address in this Refund Application form. Any bank fees, fines etc. incurred by GBC will be passed on to the student.

Received by

Date

### Student Information

Student Name

Student ID

Email

Mobile

Course enrolled in

### Reasons for Refund Application

### Bank Account Details

If bank details are not provided, the refund will be transferred to your agency's account (if applicable)

#### Australian Bank Account

Account Name

Account Number

BSB

Name of Bank

#### International Bank Account

Account Holder Name

Account Number

Swift Code

IBAN

Bank Address

Have you understood our refund policy?      Yes      No

Refund processing fee \$200 and overseas transfer fee will be deducted from the due refund amount.

Student Signature

Date

#### OFFICE USE ONLY

##### DECISION

 Approved

 Not Approved

Applicable Refund Policy Clause:

Communication Log on RTO Manager

 Yes

 No

##### REFUND DETAILS

Amount paid by the student: \$

Amount refunded: \$

Date:

PRISM report is done in case of visa refusal

 Yes

 No

Refund details letter sent and saved in the student folder

 Yes

 No

This form is scanned and saved in the student folder.

 Yes

 No

Staff Signature

Date Processed

Application for Refund V.10 16.05.2018

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