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 tranferred 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 _____

Student's legal Guardian's/Eligible relative name: _____ Signature _____

OFFICE USE ONLY

DECISION	REFUND DETAILS
☐ Approved ☐ Not Approved	Amound paid by the student: $ _____
☐ Applicable Refund Policy Clause: _____	Amound refunded: $ _____ Date: _____
☐ Communication Log on RTO Manager ☐ Yes ☐ No	PRISM report is done is 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 _____

Captain Cook Institute Pty Ltd trading as George Brown College • Level 4, 56-58, York Street, Sydney NSW 2000 • +612 9279 4949 • info@georgebrown.nsw.edu.au

RTO No: 91707 CRICOS: 03208D ABN 94 134 836 454