# APPLICATION FOR REFUND

Refunds will be paid 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 ID: | | Mobile: | |
| Course enrolled in: | | | |

## Reasons for Refund Application

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## Bank Account Details

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

### Australian Bank Account

| | | | |
|---|---|---|---|
| Account Name: | | | |
| BSB: | | Account Number: | |
| Name of Bank: | | | |

GEORGE BROWN COLLEGE

# International Bank Account

| | |
|---|---|
| Account Holder Name: | |

| | |
|---|---|
| Account Holder Address: | |

| | | | |
|---|---|---|---|
| Account Number: | | Swift Code: | |

| | | | |
|---|---|---|---|
| IBAN: | | Currency: | |

| | |
|---|---|
| Bank Address: | |

| | | | | |
|---|---|---|---|---|
| Have you understood our refund policy? | | Yes | | No |

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

| | | | |
|---|---|---|---|
| Student Signature: | | Date: | …./…./…. |

## OFFICE USE ONLY

| DECISION | REFUND DETAILS |
|---|---|

| | | | | |
|---|---|---|---|---|
| | Approved | | Not Approved | Amount paid by the student: $ |

| | | | | | |
|---|---|---|---|---|---|
| Applicable Refund Policy Clause: | | Amount refunded: $ | | Date: | …./…./…. |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Communication Log on RTO Manager: | | Yes | | No | 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: | …./…./…. |