

# Refund Application Form

2026

## Important information for students

1. Students MUST fill in their Date of Birth and if under 18 you require a Parent/Guardian signature before the refund will be processed.
2. You must submit this form to your teacher for signing before lodging it at a Customer Service Centre.
3. To be eligible for a refund you must submit this form within 4 weeks of your program commencement date or within 4 weeks of your scheduled start date (if you are an apprentice/trainee or flexible delivery student) or prior to your first Census Date (if you are accessing a VET Student Loan). Having withdrawn from an approved program or part of an approved program, students with a VET Student Loan must sign a New or Continuing Enrolment form before recommencing study in any approved program.
4. Full refunds require surrender of ID Card, settlement of any outstanding loans/fines and LLC clearance.
5. If a Refund is required, Refund Applications will incur an \$80 administration fee. Please refer to fees and charges brochure available on our website.
6. Students enrolled in fee for service Short Course programs must submit their withdrawal PRIOR to the first class to be eligible for a refund. Short Course withdrawal applications submitted within five working days prior to the first class will incur a \$40 administration fee.

## SECTION A: CURRENT PERSONAL DETAILS

Student ID\*

Date of Birth\*

Family Name\*

Given Name(s)

Program Code\*

JR Course Number

Program Title\*

Program Start Date\*

Program End Date

\*Mandatory fields

## SECTION B: REASON FOR REFUND

Full withdrawal from program

Partial Withdrawal from program

Concession card obtained

Program canceled by Institute

Other:

## SECTION C: PAYMENT DETAILS

Student Refund

Sponsor Refund

Bank Name

Branch

BSB Number

Account Number

*No Credit Card details will be accepted - banking details only*

Account Name

Email Address *Mandatory for Remittance Advice*

Current Phone Number

## SECTION D: STUDENT DECLARATION

*I declare all the information I have provided on this form to be true and correct and the above to be the rightful recipient of any refund or credit due.*

Student Name

Student Signature

Date

Parent/Guardian

Date

*Required if under 18 years of age*

#### SECTION E: APPROVAL

*I confirm that the student has been withdrawn from all relevant modules/units of competencies as outlined above. I authorise any/all material and consumable fees noted above to be refunded to the student.*

Authorised Approver as per Instrument of Delegation

Signature

Date

## SECTION F: WITHDRAWAL DETAILS

Student is withdrawing from **all** Modules/Competencies associated with the program noted above.  
Units to be withdrawn must be listed below.

Student is withdrawing from **the following** Modules/Competencies associated with the program noted above