

# 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 Having withdrawn from an approved program or part of an approved program, students with a VET Student Loan must sign a New or Continuing Enrolment form before recommencing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*	<input type="text"/>	Date of Birth*	<input type="text"/>
Family Name*	<input type="text"/>	Given Name(s)	<input type="text"/>
Program Code*	<input type="text"/>	JR Course Number	<input type="text"/>
Program Title*	<input type="text"/>		
Program Start Date*	<input type="text"/>	Program End Date	<input type="text"/>

\*Mandatory fields

## SECTION B: REASON FOR REFUND

<input type="checkbox"/> Full withdrawal from program	<input type="checkbox"/> Partial Withdrawal from program	<input type="checkbox"/> Concession card obtained
<input type="checkbox"/> Program canceled by Institute		
<input type="checkbox"/> Other:	<input type="text"/>	

## SECTION C: PAYMENT DETAILS

<input type="checkbox"/> Student Refund	<input type="checkbox"/> Sponsor Refund		
Bank Name	<input type="text"/>	Branch	<input type="text"/>
BSB Number	<input type="text"/>	Account Number	<input type="text"/>
<small>No Credit Card details will be accepted - banking details only</small>			
Account Name	<input type="text"/>		
Email Address <small>Mandatory for Remittance Advice</small>	<input type="text"/>		
Current Phone Number	<input type="text"/>		

## 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	<input type="text"/>		
Student Signature	<input type="text"/>	Date	<input type="text"/>
Parent/Guardian	<input type="text"/>	Date	<input type="text"/>

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

		Complete for Refund only		
Module/Unit of Competency Code	Module/Unit of Competency Name	Tuition Refund	Material Refund	Consumable Refund
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$