Refund Application



Instructions to 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 course 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 Having withdrawn from an approved course or part of an approved course, students with a VET Student Loan must sign a New or Continuing Enrolment form before recommencing study in any approved course.

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 Courses 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.

Staff completing Refund Only

Staff must complete sections A, B, C, ensuring reason for refund and staff member responsible is captured. This form must be retained in the students' file.

SECTION A: CURR	ENT PERSONAL DETAILS			
Student ID*		Date of Birth* D D M M Y Y	Υ	
Family Name*		Given Name(s)*		
Course Code*		Campus		
Course Title*				
Course Start Date * Mandatory Fields	/ /	Course End Date / /		
SECTION B: REASC	ON FOR REFUND			
Full withdrawal from course Partial Withdrawal from Course Concession card obtained				
Course cancelled by Institute Student disengaged from study – unable to make contact				

Staff Members Full Name:

SECTION C: WITHDRAWAL DETAILS (please attach CRN Selection if there is not enough space below)

Student is withdrawing from <u>all</u> Modules/Competencies associated with the course noted above

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

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

SECTION D: APPROVAL

Other:

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.

Director / Education Manager / Operations Manager name	

Director / Education manager / Operations Manager position

ABN 74 802 942 886 CRICOS Provider: 01218G Form Reference: RA V11 FORM ID: FO 016.001.001

Signature

Date

Date

RTO Number: 3077 07/2021

Kangan Institute: Broadmeadows, Docklands, Richmond, , Essendon Bendigo TAFE: Bendigo (City and Charleston), Castlemaine, Echuca

Campuses:

Refund Application

RA

BSB Number Account Number Account Number Account Name Account Name Email Address (Mandatory for Remittance Advice) Current Phone Number Account Phone Number							
BSB Number Account Number No Credit Card details will be accepted - banking details only Account Name Email Address Joundary for Aemitary Accel Current Phone Number SECTION F: STUDENT DECLARATION Idectare 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 signature Date / Parent/Guardian	SECTION E: PAYMENT DETAILS – PRI	NT CLEARLY					
No Credit Card details will be accepted - banking details only Account Name	Bank Name		Bra	anch			
Account Name Email Address INterdent/OF Remittance Andred Email Address Interdent/OF Remittance Andred Current Phone Number SECTION F: STUDENT DECLARATION Ideclare all the information in 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 name Student aging and the information in the 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 name Student signature Date / / Parent/Guardian Student Services Fees S - S - S - S - S - S - S - S - S - S	BSB Number	A	ccount Number				
Email Address interactions to feedback address interactions in the second address interaction interact		No Credit Ca	rd details will be acc	cepted – banking	details only		
Email Address interactions to feedback address interactions in the second address interaction interact	Account Name						
Current Phone Number SECTION F: STUDENT DECLARATION Idectare 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 / / Parent/Guardian Date / / Parent/Guardian Date / / / Parent/Guardian Date							
SECTION F: STUDENT DECLARATION Idectare 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							
Ideclare 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							
Idecare 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	SECTION F: STUDENT DECLARATION						
Student name		is form to be true	and correct and the abov	e to be the rightful re	cipient of any refu	nd or credit due	
Parent/Guardian	Student name			<u> </u>	. ,		
Parent/Guardian	Student signature			Da	ate /	/	_
Initial Amount Amended Amount Refund/Credit due Tuition Fees \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$						/	
Initial Amount Amended Amount Refund/Credit due Tuition Fees \$ - \$ = \$ Student Services Fees \$ - \$ = \$ Material Fees \$ - \$ = \$ Consumable Fees \$ - \$ = \$ Consumable Fees \$ - \$ = \$ Part Payment Plan (PPP) Fees \$ - \$ = \$ Other Fees \$ - \$ = \$ Outstanding Fees \$ - \$ = \$ Outstanding Fees \$ - \$ = \$ Constant Payments Made Outstanding Fees \$ - \$ = \$ E Constant Payments Made Constant Payments Made Constant Payments Made Constant Payments Made Constant Payment		quired if under 18 ye	ears of age)			/	
Initial Amount Amended Amount Refund/Credit due Tuition Fees \$ - \$ = \$ Student Services Fees \$ - \$ = \$ Material Fees \$ - \$ = \$ Consumable Fees \$ - \$ = \$ Consumable Fees \$ - \$ = \$ Part Payment Plan (PPP) Fees \$ - \$ = \$ Other Fees \$ - \$ = \$ Outstanding Fees \$ - \$ = \$ Outstanding Fees \$ - \$ = \$ Constant Payments Made Outstanding Fees \$ - \$ = \$ E Constant Payments Made Constant Payments Made Constant Payments Made Constant Payments Made Constant Payment							
Tuition Fees \$ - \$ = \$ Student Services Fees \$ - \$ = \$ Material Fees \$ - \$ = \$ Consumable Fees \$ - \$ = \$ Fee For Service (FFS) Fees \$ - \$ = \$ Part Payment Plan (PPP) Fees \$ - \$ = \$ Other Fees \$ - \$ = \$ Outstanding Fees \$ - \$ = \$ B Outstanding Fees \$ - \$ = \$ B Administrative Fees \$ C C C C C Refund Application Outcome: Approved Denied N/A YES	SECTION G: STUDENT ADMINISTRA	TION USE					
Student Services Fees \$ - \$ = \$ Material Fees \$ - \$ = \$ Consumable Fees \$ - \$ = \$ Consumable Fees \$ - \$ = \$ Part Payment Plan (PPP) Fees \$ - \$ = \$ Other Fees \$ - \$ = \$ Outstanding Fees \$ - \$ = \$ Outstanding Fees \$ - \$ = \$ A Moterial Amount Payments Made Outstanding Fees \$ C A Outstanding Fees \$ - \$ = \$ B Administrative Fees \$ C C C C C Total Refund Due (A-B-C) \$ S C C C C Debit success Notified to cancel Part payment Plan direct Debits VET FEE-HELP / VET Student Loan void upon withdrawn registration if lodged before census date E E E E E <t< td=""><td>Tuition Food</td><td></td><td></td><td></td><td></td><td>-</td><td>Credit due</td></t<>	Tuition Food					-	Credit due
Material Fees \$ - \$ = \$ Consumable Fees \$ - \$ = \$ Fee For Service (FFS) Fees \$ - \$ = \$ Part Payment Plan (PPP) Fees \$ - \$ = \$ Other Fees \$ - \$ = \$ Outstanding Fees \$ - \$ = \$ Material Amount Payments Made Payments Made Outstanding Fees \$ C Outstanding Fees \$ - \$ = \$ B Administrative Fees \$ C C C C Refund Application Outcome: Approved Denied N/A YES Debit success Notified to cancel Part payment Plan direct Debits VET FEE-HELP / VET Student Loan void upon withdrawn registration if lodged before census date E E EFT details entered into Banner E E E E E Refund Payment entered into Banner E E E E E E E E </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>							
Consumable Fees \$ - \$ = \$ Fee For Service (FFS) Fees \$ - \$ = \$ Part Payment Plan (PPP) Fees \$ - \$ = \$ Other Fees \$ - \$ = \$ Outstanding Fees \$ - \$ = \$ Initial Amount Payments Made							
Fee For Service (FFS) Fees \$ - \$ = \$ Part Payment Plan (PPP) Fees \$ - \$ = \$ Other Fees \$ - \$ = \$ Other Fees \$ - \$ = \$ Outstanding Fees \$ - \$ = \$ # Outstanding Fees \$ - \$ = \$ # # Outstanding Fees \$ - \$ = \$ # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # # #							
Other Fees \$ - \$ = \$ Subtotal \$ A Initial Amount Payments Made A Outstanding Fees \$ = \$ B Administrative Fees \$ C C Total Refund Due (A-B-C) \$ \$ C Refund Application Outcome: Approved Denied Notes:	· · ·		\$	- \$	=	\$	
Subtotal \$ A Initial Amount Payments Made Initial Amount Initial Amount Initial Amount Payments Made Initial Amount Initian Amount Initian Amount <td< td=""><td colspan="2"></td><td></td><td></td><td></td><td></td><td></td></td<>							
Initial Amount Payments Made Outstanding Fees \$ = \$ B Administrative Fees \$ C Total Refund Due (A-B-C) \$ Refund Application Outcome: Approved Denied Notes:	Utner Fees		\$	- Ş		-	^
Outstanding Fees \$ - \$ = \$ B Administrative Fees \$ C Total Refund Due (A-B-C) \$ Refund Application Outcome: Approved Denied Notes:			Initial Amount	Payments		ې	A
Total Refund Due (A-B-C) Refund Application Outcome: Approved Denied Notes:	Outstanding Fees		\$	-		\$	B
Refund Application Outcome: Approved Denied Notes:				Admir		\$	С
Notes:				Total Refund	Due (A-B-C)	Ş	
N/A YES Debit success Notified to cancel Part payment Plan direct Debits	Refund Application Outcome:	Appr	oved	Denied			
Debit success Notified to cancel Part payment Plan direct Debits	Notes:						
Debit success Notified to cancel Part payment Plan direct Debits							
VET FEE-HELP / VET Student Loan void upon withdrawn registration if lodged before census date						N/A	YES
EFT details entered into Banner		-		land hofers are	a data		
Refund Payment entered into Banner		upon withdrav	wit registration if loc	igea perore censu	is date		
Office use only Refund processed in Student Management System by		s form to Proc	urement				
	Office use only Refund processed in Student Management System by						
Name							
Signature Date / /		Signature			Da	te /	/