

# Application for Refund Form



This form is to be used by students who would like to apply for a refund on payments made on tuition and non- tuition items or upfront payments paid for future study that has yet to commence.

Students should check with Institute of Skills and Training Australia Administration about their eligibility prior to submitting this form. Please refer to the Course Fees and Payments available on the Institute of Skills and Training Australia website.

## Section 1: Personal Details

Student ID:

Title:

Given Name:

Family Name:

Address:

Email:

Contact Number:

Date of Birth:

International: Yes

Domestic: Yes

## Section 2: Refund Details

**Please answer all questions with a yes/no answer and include the total refund amount.**

Are you applying for a refund on a deposit or payment that you have made for a course that you have not started but have withdrawn from?

Yes  No

Are you applying for a refund on a payment that you have made for future subjects, but you have been approved to withdraw from your course?

Yes  No

Are you applying for a refund due to an overpayment of fees owed? Other, please specify.

Yes  No

For partial refunds, what is the amount you are applying for?

## Section 3: Refund Processing

I would like the requested amount credited towards future study.

I would like the requested amount refunded to my nominated bank account.

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## Section 4: Bank Details

Bank Address (the AUD currency correspondence intermediate bank detail - International Banks only)

NOTE: Refunds are paid in AUD. Please ensure that your bank accepts AUD prior to completing this form any fees associated with the transfer of funds to international banks is at the student's expense.

Account Name:

Bank Name:

BSB:

Account Number:

Bank Address:

For refunds into overseas bank accounts that do not accept Australian Dollars, you will need to provide a letter from your bank detailing your bank account details in full. Failure to do so may result to the rejection of your refund and significant delays.

*Address of account holder (International Banks Only)*

Bank Address:

## Section 5: Supporting Documentation

To support your application for refund please attached any communication that supports your claim such as:

- Communication from a member of
- Records of Payments
- Tax Invoices
- Copy of Visa (international students only)

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## Section 6: Declaration

- I declare that to the best of my knowledge, the information I have supplied on this form is true and correct.
- I have read and understood the Course Fees and Payments Policy.
- I have spoken with a representative of ISTA in relation to this application.
- I understand that ISTA may keep a portion of the amount I have paid towards a course I am yet to start as a processing fee.

X

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Student Signature

**Date:**

X

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RTO Representative

**Date:**