

REFUND APPLICATION FORM

I _____ would like to notify International College of Queensland that I wish to apply for a refund because (please select one):

- Student visa refusal
- Course cancellation prior to course start date
- Other. Please specify and attach documentary evidence: _____

Please note that a penalty may apply. See International College of Queensland's Refund Policy located in the Terms and Conditions. Please contact the college if you need assistance locating this information.

I have paid AUD \$_____ and wish to apply for a refund for AUD \$_____.

- International College of Queensland's course fees
- Overseas Student Health Cover (OSHC) (if purchased through International College of Queensland)

Student Information:	
Student Name	
Course Name	
Visa Refusal	<input type="checkbox"/> Copy of Refusal Attached (required)
Other Reason	<input type="checkbox"/> Supporting Documents Attached (required)
Commencement Date	
Last Day Attended Class	
Effective	
Please transfer any refund to	<input type="checkbox"/> My bank account <input type="checkbox"/> My representative agent account
Bank Name	
Swift Code	
IBAN Number	
BSB	
Account Number	
Account Name	
Student Address	

Student Declaration:			
<p>I understand and agree that this application will be processed and paid within 14 days of receipt if the application is complete and I have supplied all required documents.</p> <p>This application will be assessed according to the refund policy which I agreed to when I signed my enrolment application form.</p> <p>Upon receipt of my refund, I waive any future claims against International College of Queensland.</p>			
Student Signature		Date	

OFFICE USE ONLY	
<input type="checkbox"/>	Date received _____ / ____ / _____
<input type="checkbox"/>	All required Documents Attached (No ___ date all documents received _____ / ____ / _____)
<input type="checkbox"/>	Reason for refund request _____
<input type="checkbox"/>	Refund Amount _____ Requested AUD\$ _____ / Granted AUD\$ _____
Approved by _____ Date _____	