

Refund Request Form

The completed form and supporting documents
must be emailed to accounts@aic.edu.au

1. Student Personal Details:

Full name				Student No.	
Date of birth		Mobile		Email	

2. Refund Request:

Reasons for refund request*:	Supporting Documents*	
Visa Rejection:		Yes No
Other Reasons:		Yes No
NOTE: Refund request will NOT be processed unless valid supporting documents are fully provided.		

3. Direct Deposit into below Bank Account (Must be typed on computers):

BSB No (Domestic only)		Account Name			
Account No.		Bank Name			
Swift or BIC Code		Bank Address			
IBAN					
Account Holder's Address	State/Province		Postcode		Country

4. Declaration:

I, _____, the undersigned, authorise this payment to be made to me or to the account nominated by me and the information provided on this form is correct and true to the best of my knowledge.

If the funds are subsequently claimed by another person including (but not limited to) another student, relative, agent, corporation, or otherwise refunded incorrectly by Australian Ideal College (AIC), I agree to indemnify AIC and be personally liable to compensate AIC for the full amount of the refund. In addition, I agree to indemnify AIC for any legal or other associated costs which may be incurred by AIC in trying to recover the refunded amount.

I acknowledge and declare that the above is a true statement and by signing below I agree not to make any further claims against AIC for any compensation, financial or otherwise.

Student's Signature: _____ Date: _____

AIC OFFICE USE ONLY:

REFUND SUMMARY

According to the Terms & Conditions of Enrolment, the outcome of refund request has been processed as outlined below.

Approved. Refused. Comment _____

Descriptions	Amount that AIC Received from the student	Amount that AIC refunds to the student	Remarks
Enrollment Fee (Non-Refundable)	\$	\$0.00	Refer to Refund policy: 2.1.1
Tuition fee	\$	\$	
OSHC	\$	\$	
Material fee	\$	\$0.00	Refer to Refund policy: 2.1.1
Refund Admin Charge	\$	-\$	Refer to Refund policy: 2.1.12
Total amount	\$	\$	

Processed	By:	Approved	By:
	Date:		Date:
Payment Made by		Date	
Remarks			