

REFUND REQUEST FORM

This form is to be completed by an international student who requests to cancel enrolment from Bright Minds Points and is eligible for a refund. This form must be read in accordance with the Fees and Refund Policy. This form will not be acceptable without supporting evidence.

Received By:	
Date:	

STUDENT INFORMATION

Student ID:			
Family Name:		First Name:	
Course Enrolled:			
Current Address:			
Contact Number:		Email:	





REQUEST DETAILS

☐ I would like to request for refund of my tuition fee. (Refund process normally takes about 28 working days. Please make sure that all your information below is correct to minimize delays in payment process)

REASON OF REQUEST

Reason for Refund:

- ☐ Visa refused
☐ I am leaving Australia permanently.
☐ Withdraw from the course
☐ Other (granted exemption, Overpaid)

-  Please attach Visa Refusal Letter
 Please attach a copy of one-way flight ticket
 Please attach Withdraw application form and relevant supporting documentation.
 Please attach relevant supporting documentation

PLEASE SELECT AND COMPLETE ONE PAYMENT OPTION ONLY

Payment Option 1: EFT payment (Australian accounts only)	Payment Option 2: Telegraphic transfer (Overseas accounts only)
Bank details Account name: BSB: Account number: Bank:	Bank details Bank name: Bank Address: Account number: SWIFT code: Beneficiary Name: Beneficiary address:

Student Declaration:

I was informed by Student Services on refund policy and refund calculation. I acknowledge and agree with below refund calculation. I understand and agree to the conditions of the refund policy and procedure. Refunds will be processed to learner, Organisation or third party who originally paid the relevant fee. Any payment made by credit card will be refunded to the original credit card number only.

Student Signature:		Date:	
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OFFICE USE ONLY

APPROVAL	REFUND
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<input type="checkbox"/> Paid <input type="checkbox"/> Not paid
Applicable refund policy clause:	Amount:
Signature:	Date paid:
Date:	