

APPLICATION FOR REFUND FORM

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY



Australian International
Institute of
Higher Education

PERSONAL DETAILS

Given Name		Family Name	
Date of Birth		Student ID	
Current Address			
Suburb		State	
Postcode		Country	
Phone Number		Personal Email	

REFUND DETAILS

Total amount requested	AUD \$	
Detailed reason for refund		
Attached supporting documentation		
1.		
2.		
3.		
4.		
5.		
Refund payment is to be made to	<input type="checkbox"/> the student <input type="checkbox"/> another person (Must be indicated on the Letter of Offer)	

BANK DETAILS FOR REFUND

Bank name			
Account name		BSB number	
Account number		SWIFT code	
Branch address			

STUDENT DECLARATION

I have read and understood the Institute's Refund Policy and Procedure and have completed this form in accordance with the requirements of the Policy. The information I provided in support of my refund request is true, accurate and complete.

Applicant's Full Name			
Signature		Date	<input type="text"/> DD / <input type="text"/> MM / <input type="text"/> YYYY

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AGENT DECLARATION (to be completed by the AIIHE representative)

The applicant has received the information stated on the refund policy and procedure

I confirm that I have briefed the applicant and the applicant's parents (if the applicant is under 18) on the Terms and Conditions relating to the Institute's Refund Policy and Procedure and that I have provided the applicant with relevant information on AIIHE and the course consistent with the requirements of the ESOS Act 2000 and the National Code 2018.

Agency Name

Agent's Full Name

Signature:

Date

DD

MM

YYYY

Agency Stamp

Office Use Only (to be completed by the AIIHE staff)

Refund Reference Number

Received on

DD / MM / YYYY

Acknowledged on:

DD / MM / YYYY

Responsible officer

Interview or further
information requested

Yes | No

If yes, when:

DD / MM / YYYY

Outcome of review

Written response provided to the student on

DD / MM / YYYY

Refund payment made on:

DD / MM / YYYY