Refund Application Form

Section A- Student Details			
Student Name		D.O. B	
Student Id		Email	
Contact Number:		Date:	
Course enrolled in:			
Postal Address:			

Section B - Refund Details
Please tick the applicable box for the subject of your refund:
☐ Tuition Fees   ☐ Other (Please specify):
Please tick to indicate the prominent reason that you are applying for your specified refund and elaborate on your circumstance in the space provided below.
☐ Visa refused Prior to course commencement
☐ The institute is unable to provide the course for which the offer was made
☐ Withdrawal from the course after fees have been paid before commencement
☐ Withdrawal notified and received by institute on commencement date or after the semester commences
☐ Student breach of visa conditions, and suspension or cancellation of enrolment by the institute
☐ Visa Extension refused
☐ Other (Please Specify):

Please Elaborate

* Please note that refunds granted in the above circumstances may incur an education agent's fee where applicable. Refund application will be assessed according to Fees and Refunds Policy and Procedures as published on Institute of Business and Management (Victoria)'s website www.ibm.voc.edu.au

Refund payments (if approved) will be processed using the same method of payment that fees were originally paid with.	
Refund Payable to:	
Address of Payee:	
Contact Number of Payee:	
Payment Methods:	
☐ Cheque (to be sent to the above address)	
☐ Cheque (Collect from College Reception)	
☐ Bank Transfer	
☐ Credit Card (Card number payment was originally made with)	

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In case of bank transfer, please fill out bank details below:	
Account Holders Name:	
Bank Name:	
Bank Address:	
BSB:	
Account Number:	
Swift Code:	

Section C - Declaration

Student name & Signature		Date:	

Please return this completed form to the college. If sending by email, please send to info@ibm.vic.edu.au

Office Use Only

Refund Request:	☐ Approved ☐ Denied		
Amount Paid AUD			
Institute's Staff Signature:		Date:	
Comments:			
CEO Signature:		Date:	

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