

## Application for Student Fees Refund Form

### INFORMATION

- All applications for refunds must be made in writing by way of the Application for Student Fees Refund Form and submitted to the Students Accounts Officer by registered mail, courier or personal delivery as soon as practicable.
- Please complete this form using blue or black ink.
- For information on the payment of fees and refunds, refer to Community Education Australia's Admissions / Enrolment and Refund policies and procedures given in Student Handbook.
- Refunds will be made in Australian dollars by bank cheque or electronic bank transfer.

<b>FAMILY NAME:</b>					
<b>GIVEN NAME/S:</b>					
<b>DATE OF BIRTH:</b>					
<b>MOBILE NUMBER:</b>					
<b>COURSE:</b>					
<b>USI (UNIQUE STUDENT IDENTIFIER):</b>					
<b>COURSE YOU WERE ENROLLED:</b>					
<b>STUDENT RESIDENTIAL ADDRESS:</b>					
<b>SUBURB</b>		<b>STATE</b>		<b>POST CODE</b>	

### METHOD OF REFUND – Please choose one of the following options.

Option One:	<input type="checkbox"/> Company Cheque AUD to be picked from Community Education Australia (unless otherwise specified). Payable to: _____
Option Two:	<input type="checkbox"/> Student's Bank Account. This will be deposited in the following Bank a/c details. Name of Bank: _____ Branch Address: _____ Account Name: _____ BSB: _____ & Account No: _____

### REASON FOR REFUND

- Read this section carefully and tick the appropriate reason(s)
- Please ensure that all required documentation is attached to this form when it is lodged at Community Education Australia (CEA).
- Failure to submit all required documents will delay authorisation and processing of your refund.

## REASON

- Leave of absence
- Did not meet entry condition(s) of offer or program
- Student overpaid
- CEA cancels program or program ceases to be provided
- Other (specify) \_\_\_\_\_

**DECLARATION:** *I hereby apply for a refund of fees paid and acknowledge that this refund application will be processed in accordance with CEA's Enrolment and Refund Policy, which I have read and understood.*

<b>Student's Signature:</b>		<b>Date:</b>	
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## FOR OFFICE USE ONLY

<b>Received by:</b>		<b>Date received:</b>	
<b>Refund authorized by:</b>		<b>Date of refund payment:</b>	
<b>Total amount:</b>	AUD	<b>Deductions:</b>	AUD
<b>Amount of refund</b>			

## In Case Of Disapproval:

<b>Authorized by:</b>	
<b>Comments</b>	
<b>Date:</b>	