



Request for Refund Form

Section 1 – Student Details			
Name		Student ID	
Address			
Email Address			
Mobile Number		USI ID	
Course Code		Start Date	
Course Name			

Section 2 – Request Details			
Request for:			
<input type="checkbox"/> Refund of fees only		<input type="checkbox"/> Refund of fees and withdrawal from ILLOOURA	
Tuition fee paid \$		For Term	For year

Section 3 - Reason for Request
<input type="checkbox"/> Visa Rejection <i>Please attach original rejection letter from the Department of Home Affairs</i>
<input type="checkbox"/> Change in Visa Status <i>Please attach certified copy of new visa</i>
<input type="checkbox"/> Release Request <i>Please attach letter of offer and confirmation of enrolment</i>
<input type="checkbox"/> Overpayment <i>Please provide the relevant Invoice/receipts for request</i>
<input type="checkbox"/> Other reason <i>State reason and provide evidence to substantiate request e.g. flight tickets; medical certificate</i>

Section 4 – Bank Details	
Account Name	
Account Number	
BSB Number	
Bank Name	
International Bank Account Details (please provide the following additional details)	
SWIFT Code	
Bank Address	
Branch Name	



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Section 5 – Student Declaration

I understand that

all information provided with this application form is correct

I have read and understand and agree to be bound by the Refund and Cancellation Policy of the ILLOURA COLLEGE

ILLOURA COLLEGE will not transfer any funds to a third party unless I request in writing

I waive any future claims on ILLOURA COLLEGE

Signature:

Date:

Section 6 - Authorisation

Approved

Denied

Amount Adjusted

Comments:

Signature

Position

Name

Date Processed

Amount Refunded (\$)

Section 7 – For Office Use Only

Logged in Refund Register

Yes

No

Date

Logged by

Signature

Recorded in Student File

Yes

No

Date

Copy of electronic receipt placed on student's file

Yes

No

Recorded by

Signature