

## STUDENT DETAILS

Student Number:

Student Name:

Email:

Phone:

Course:

Course Start Date:

Agent Name:

Conditions for Refund: All refunds are made according to the SHEA's Refund Policy and your signed Offer Letter and Student Acceptance Agreement. If the refund is approved, the refund will be paid into your nominated bank account (or where it is identified that another person or organisation paid the fees, to their nominated bank account) within 10 working days of the decision. **An administration fee of \$200 applies to all refunds.** All students must ensure they have read and understood the SHEA's Refund Policy and your signed Offer Letter and Student Acceptance Agreement prior to completing this form. **Please submit a Cancellation of Enrolment form together with your refund request form.**

Refund Request Details: please tick the appropriate box

☐ Tuition Fees ☐ Materials/Resource Fees ☐ OSHC if any ☐ Other – please specify

Reason(s) for requesting refund (Please attach relevant supporting documentation)

## BANK REMITTANCE DETAILS (PLEASE SELECT EITHER LOCAL OR OVERSEAS ACCOUNT)

Account Name:

Account Number:

☐ Local Account

Bank Name:

Branch:

BSB Number:

☐ Overseas Account

Bank Name:

SWIFT Code:

Correspondent Bank:

SWIFT Code:

Student Declaration: I declare that I have read and understood the SHEA's Student Deferment, Suspension and Cancellation Policy, Student Refund Policy and terms and conditions stipulated in my Offer Letter and Student Acceptance Agreement and confirm that the information and supporting documentation provided by me is true and correct. I understand that providing false information to SHEA may result in the termination of my enrolment and/or entitlements. I authorise SHEA to transfer the refund amount to the nominated account specified in the Bank Remittance Details above.

Student Signature:

Date:



# INTERNATIONAL STUDENT REFUND REQUEST FORM

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*

Student Default Date:

(Visa Refusal Date if any)

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| DD                   | MM                   | YYYY                 |

Refund Calculation: (Application Fee is non-refundable)

|                 | Original fees paid |                | Amount to refund |
|-----------------|--------------------|----------------|------------------|
| Application Fee |                    | Tuition Fee    |                  |
| Tuition Fee     |                    | Materials Fee  |                  |
| Materials Fee   |                    | OSHC           |                  |
| OSHC            |                    | Others         |                  |
| Others          |                    | Less Admin Fee | \$200            |
| Total           |                    | Total          |                  |

## Accounts

- ☐ Refund processed
- ☐ OSHC Refund if any
- ☐ Commission Payable
- ☐ PRISMS – Student Default
- ☐ SMS Updated
- ☐ Xero reconciled

Staff Initials and Date:

|                      |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| DD MM YYYY           |

Application Received by:

Signature:

Date:

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| DD                   | MM                   | YYYY                 |

Manager:

☐ Approved

☐ Not Approved

Signature:

Date:

|                      |                      |                      |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| DD                   | MM                   | YYYY                 |

Comments: