INTERNATIONAL STUDENT REFUND REQUEST FORM

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 30 working days of the decision, provided that all supporting documents and relevant payment information have been submitted. **An administration fee of $200 applies to all refunds.** All students must ensure they have read and understood the SHEA's Refund Policy and their signed Offer Letter and Student Acceptance Agreement prior to completing this form. **Where this refund request is associated with a withdrawal from studies, a Cancellation of Enrolment Form must also be submitted.**

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:

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

Student Default Date:
(Visa Refusal Date if any)

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:

DD MM YYYY

Application Received by:

Signature:

Date:

DD MM YYYY

Manager:

- ☐ Approved
- ☐ Not Approved

Signature:

Date:

DD MM YYYY

Comments: