

Refund Request Form				Refund No.	
Section 1 – Student Details					
Name:		Date:	/	/	
Student No:		Mobile:			
Email:					
Course:		Start Date:	/	/	
Section 2 – Refund Details					
I request a refund for the following:					
Invoice Number:					
Amount:	\$				
Reason for refund: (Please attach any supporting documentation)					
<input type="checkbox"/> Visa Refusal	<input type="checkbox"/> Cancellation	<input type="checkbox"/> Credit Transfer			
<input type="checkbox"/> Visa Renewal Refusal	<input type="checkbox"/> Withdraw	<input type="checkbox"/> Deferment			
<input type="checkbox"/> Visa Breach of Condition	<input type="checkbox"/> Transfer				
<input type="checkbox"/> Other, Description _____					
Acknowledgement					
I understand that my request for a refund will be processed in accordance with the Bandicoot Group Pty Ltd T/A Salford College Refund Policy.					
Bank Details of Student					
Swift Code:		BSB Number:		Account Number	
Account Name:					
Signature		Date:	/	/	
Section 3 – Authorisation (to be filled by Salford College Admin Centre)					
Please tick the type of Refund:					
<input type="checkbox"/> Withdrawal	<input type="checkbox"/> Cancellation	<input type="checkbox"/> Transfer	<input type="checkbox"/> Other (please specify)		
This Refund is:					
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> ADJUSTED TO \$			
Units or items to be refunded					
Course/Units	Amount Received (\$)	Deduction (\$)	Reason	Refund Amount	
Less application fee					
				Total Amount of Refund	

Refund Method is:				
<input type="checkbox"/> EFT / CC	<input type="checkbox"/> Cheque		<input type="checkbox"/> Credit to Students Bandicoot Group Pty Ltd T/A Salford College Ongoing Account	
Refund payable to	<input type="checkbox"/> Student		<input type="checkbox"/> Agent	
Signed:		Position:		
Print Name:		Date Processed:		
Admin Use Only (EDB Refund Register can be used in Lieu)				
Logged in EDB:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /
Logged by:			Signature:	
Recorded in student file	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /
Recorded by:			Signature:	
CEO Signature			Date:	