



Student Refund Request Form

Before completing this form, you must ensure you have read Fees and Refund Policy available on the College website. The request will be reviewed by Student Services & Administrative Manager and process within 10 working days after the receipt of the completed Student Refund Request Form.

PART A - STUDENT TO COMPLETE

Student Details:	
First Name:	Last Name:
Email:	Mobile:
Course Name:	Intake Date:
Expected Ending Date:	
Reasons for refund:	

Payment Details:	
1. Please fill out this section if it is transfer to your account within Australia.	
Account holder name:	
BSB:	
Account number:	
Bank name:	
2. Please fill out this section if it is an International transfer.	
Account holder name:	
Account holder address:	
Account number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Bank name:	
Bank address:	
Bank identifier code/SWIFT code:	
Citizenship ID/Passport Number:	
3. This section MUST be filled if the refund is to be made to a third party.	
I, _____ (student name), authorise Rosehill College to refund my prepaid Fees to the person's account listed below.	
Student's signature: _____ Date: ____/____/____	



Declaration

I have read and understood the Fees and Refund Policy. The information I have provided within this document is true, correct and complete in every respect. I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in cancellation of my enrollment and/or delays in processing this form.

Student's signature: _____ Date: ____/____/____

PART B - STUDENT SERVICE AND ADMINISTRATIVE MANAGER TO COMPLETE

Administrative Checks	
Student has paid all fees that the refund request relates to	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student enrolment has been:	<input type="checkbox"/> Cancelled <input type="checkbox"/> Suspended <input type="checkbox"/> Varied <input type="checkbox"/> Paradigm check conducted <input type="checkbox"/> Finance check conducted
Recommended outcome of refund request:	<input type="checkbox"/> Approved <input type="checkbox"/> Declined
Reasons for recommended outcome of refund request (approved / declined):	

Calculated Refund Amount		
	Pre-paid Fees	Refund Amount
Tuition Fee	\$	\$
Enrolment Fee	\$	\$
Material Fee	\$	\$
Other (please specify):	\$	\$
	\$	\$
	\$	\$
Total	\$	\$
Less: Enrolment Fee	\$	
Material Fee	\$	
Cancellation Fee (if applicable)	\$	
Other Fees withheld for administration (please specify):	\$	
	\$	
TOTAL REFUND DUE:	AUD\$	



Request Decision

- Approved within Policy approved by Director, Student Services , OR
 - Approved outside Policy approved by Director, Student Services,
- AND
- Form sent to Finance to process refund request
 - Refused by Director, Student Services

Reason if refund request is approved outside policy or refused:

Student Services & Administrative Manager Signature_____

Date: ____/____/_____