# NOTE: All refunds are subject to the terms and conditions outlined in the Aviation Australia *Student Refund Policy*. Lodging a refund application does not automatically imply that a refund will be granted. Each refund application will be individually assessed for eligibility. An Administration Fee will be applied as outlined in the Aviation Australia Student Refund Policy

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| **STUDENT DETAILS** | | | | | | | | | |
| Student number: Click to enter text. | | Family Name: Click to enter text. | | | Given Name/s: Click to enter text. | | | Student:  Domestic  International | |
| Email address: Click to enter text. | | | | | Phone: Click to enter text. | | | Mobile: Click to enter text. | |
| Postal address: Click to enter text. | | | | | State/Country: Click to enter text. | | | Post Code: Click to enter text. | |
| **REASON FOR REFUND REQUEST *(\*\* Documentary evidence must be attached)*** | | | | | | | | | |
| **Domestic Students** | | **1.  Student withdrawal prior to start of study date (on or before the Census Date for FEE Help or VET Student Loans eligible students)**  **2.  Student withdrawal** **on/or after start of study date (or after the Census Date for FEE-HELP or VET Student Loans eligible students)**  *Select reason below:*  Units cancelled by employer (User Choice funded students only)  Medical circumstances \*\*(supported by doctor’s statement)  Family circumstances \*\* (supported by an Aviation Australia manager of the relevant training delivery team)  Employment Related Circumstances \*\* (supported by employer’s statement)  Course Related Circumstances \*\* (supported by an Aviation Australia manager of the relevant training delivery team)  Other (please specify) **Click to enter text.** | | | | | | | |
| **International Students** | | **Student Withdrawal:**  *Select reason below:*  Student choice Visa rejection.  Withdrawal by Aviation Australia due to incorrect or incomplete information supplied by student.  Medical circumstances \*\* (supported by doctor’s statement)  Family circumstances \*\* (supported by an Aviation Australia manager of the relevant training delivery team)  Course Related Circumstances \*\* (supported by an Aviation Australia manager of the relevant training delivery team)  Other (please specify) **Click to enter text.** | | | | | | | |
| **DOMESTIC STUDENTS ONLY *(If approved, provide details on how the refund is to be issued)*** | | | | | | | | | |
| Refund payable to: Click to enter text. | | | | | | State: Click to enter text. | | | Post Code: Click to enter text. |
| Direct bank account deposit:  Account Holder/s: Click to enter text . | | | | | | BSB: Enter number | | | Account number: Enter number |
| **INTERNATIONAL STUDENTS ONLY *(If approved, all refunds to be deposited into nominated bank account)*** | | | | | | | | | |
| Refund payable to: Click to enter text . | | | Beneficiary Account Name: Click to enter text . | | | BSB: Enter number | | | Account number: Enter number |
| Country: Click to enter text | | | Bank Name: Click to enter text | | | | | | |
| Bank Address: Click to enter text. | | | | | | | | | |
| Overseas bank account | SWIFT code: Click to enter text . | | | IFSC code (India only): Click to enter text . | | | IBAN number *(For EU countries)*: Click to enter text | | |

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| **INTERMEDIARY BANK**  **Yes**  **No** | |
| Intermediary Bank Name: Click to enter text. | Intermediary Bank SWIFT code *(Routing number/BIC number)*: Click to enter text |
| Intermediary Account Number: Click to enter text. | Country: Click to enter text. |

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| **THIRD PARTY DETAILS *(This section must be completed if the refund is to be paid to a Third Party. Third Party refunds MUST be signed by the student where no official Third Party Contract exists)*** | | | | |
| Organisation  Individual | ABN / Date of Birth: Click to enter text. | | Name: Click to enter text. | |
| Email address: Click to enter text. | | Phone: Click to enter text. | | Mobile: Click to enter text. |
| Postal address: Click to enter text. | | State/Country: Click to enter text. | | Post Code: Click to enter text. |

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| **ACKNOWLEDGEMENT** | |
| I certify that the information on this form is correct and complete  Student  Aviation Australia | |
| I have attached copies of any supporting documentation required to support my refund application  Student  Aviation Australia | |
| Student Signature: | Parent/Guardian Name and Signature  *(If student is younger than eighteen (18) years of age and is in the care and control of a parent or guardian)*  Name: Click to enter text . Contact phone no: Click to enter text. |
| Date: Click to enter a date. | Signature: Date: Click to enter a date. |

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| **OFFICE USE ONLY** | | |
| **REFUND RECOMMENDED:**  Yes  No  If no, reason: Click to enter text. | **REFUND AUTHORISED BY FINANCIAL DELEGATE:**  Approved:  Yes  No | |
| Name of submitting Officer: Click to enter text. Date: Click to enter a date.  Position: Click to enter text.  Signature: | If no, reason: Click to enter text.  Pro-rate refund amount approved: $ enter dollar amount | |
| Change of enrolment processed N/A  Yes  No  Is the Admin fee to be applied  Yes  No | Name: Click to enter text.  Position title: Click to enter text. Signature: | |
| Account Balance / Pro Rata Refund Approved: $ enter dollar amount  **Less** Administration Fee (if applicable): $ enter dollar amount  **Total refund to be paid: $** **enter total dollar amount** | **NON APPROVAL SENT TO STUDENT:**  Yes  No Date: Click to enter a date. | **ACTIONS COMPLETED BY INTERNATIONAL:**  Name: Click to enter text.  Date: Click to enter a date. |
| **REFUND PROCESSED BY (Finance Officer)**  Name: Click to enter text. Refund no: Enter #  Signature:  Date: Click to enter a date. |