# 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 [ ]  NoIf 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 [ ]  NoIs 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. |