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

STUDENT DETAILS

Student number:	Family Name:	Given Name/s:	Student: ☐ Domestic ☐ International
Email address:		Phone:	Mobile:
Postal address:		State/Country:	Post Code:

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)
☐ **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)

DOMESTIC STUDENTS ONLY *(If approved, provide details on how the refund is to be issued)*

Refund payable to:	State:	Post Code:
☐ Direct bank account deposit: ☐ Account Holder/s:	BSB:	Account number:

INTERNATIONAL STUDENTS ONLY *(If approved, all refunds to be deposited into nominated bank account)*

Refund payable to:	Beneficiary Account Name:	BSB:	Account number:
Country:	Bank Name:		
Bank Address:			
Overseas bank account	SWIFT code:	IFSC code (India only):	IBAN number *(For EU countries)*:

INTERMEDIARY BANK ☐ **Yes** ☐ **No**

Intermediary Bank Name:	Intermediary Bank SWIFT code *(Routing number/BIC number)*:
Intermediary Account Number:	Country:

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:	Name:	
Email address:	Phone:		Mobile:
Postal address:	State/Country:		Post Code:

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)*
Date:	Name: Contact phone no: Signature: Date:

OFFICE USE ONLY

REFUND RECOMMENDED: ☐ Yes ☐ No	**REFUND AUTHORISED BY FINANCIAL DELEGATE:**
If no, reason:	Approved: ☐ Yes ☐ No
Name of submitting Officer: Date:	If no, reason:
Position:	Pro-rate refund amount approved: $
Signature:	
Change of enrolment processed ☐ N/A ☐ Yes ☐ No	Name:
Is the Admin fee to be applied ☐ Yes ☐ No	Position title: Signature:

	NON APPROVAL SENT TO STUDENT:	**ACTIONS COMPLETED BY INTERNATIONAL:**
Account Balance / Pro Rata Refund Approved: $	☐ Yes ☐ No Date:	Name:
Less Administration Fee (if applicable): $	**REFUND PROCESSED BY (Finance Officer)** Name: Refund no:	
Total refund to be paid: $	Signature: Date:	Date: