Refund Request Form (International Education)

This form should be viewed in conjunction with the Withdrawal and Refund Policy (International Education) and Fees and Charges Policy (International Education), which outline circumstances international students are entitled to a refund.

# Section 1 – Student Details

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| **Family Name:** |
| **Given Name:** |
| **Date of Birth:** |
| **TasTAFE Student ID:** |
| **Mobile:** |
| **Address:** |
| **Email:** |

# Section 2 – Course Details

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| **Course Name:** |
| **Course Code:** |
| **Campus:** |
| **Start Date:** |
| **End Date:** |

# Section 3 – Reason for Refund

**Please check one of the boxes below and attach supporting documents.**

* Visa rejection (please attached original DHA visa refusal letter)
* Excess payment
* Changed Visa status (please provide certified copy of new visa letter and complete and provide Withdrawal Request Form)
* Return to home country (please complete the Withdrawal Request Form only)
* Withdrawal before course commencement (please complete the Withdrawal Request Form only)
* Medical circumstances (please provide medical certificate)
* Family circumstances (please provide supporting documents)
* Overseas Student Health Cover (please provide supporting documents) TasTAFE default
* Others (please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

# Section 4 – Nominated Bank Account

**Please provide your bank details clearly in BLOCK letters. Ensure accuracy and legibility, as any missing, unclear, or incorrect information may result in potential delays or loss of funds during the refund process.**

***Note: TasTAFE will issue the refund to the designated account provided. TasTAFE is not liable for any loss of funds or delays if a third-party account is nominated to receive your refund.***

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| **Bank Name:** |
| **Account Name:** |
| **BSB Number (Australia bank):** |
| **SWIFT code (overseas bank):** |
| **Account number:** |
| **IFSC Code (India only):** |
| **Bank Address:** |
| **Does the account nominated accept transfers in Australian Dollars?**  **Yes**  **No (If no, please specify currency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)** |

# Section 5 – Student Declaration

* I authorise TasTAFE to refund the fees to the bank account nominated in Section 4.
* I understand the risks associated with nominating a third-party account and I take full responsibility of any monies lost if I choose to nominate a third-party account to receive my refund.
* I understand that TasTAFE will refund the fees in Australian dollars (AUD) and is not responsible for any monies lost due to currency exchange rates and transaction fees charged by the banks.
* I understand that this refund application will be assessed as per the Refund Policy in the TasTAFE terms and conditions that I had signed at the time of my application to study at TasTAFE.
* I understand that TasTAFE may access VEVO to determine my location and visa status (if applicable) while assessing my refund request.
* I declare that all the information provided on this form is accurate and complete.
* I understand that providing inaccurate information or withholding relevant details may delay the processing of my application.

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| **Student Name:** |
| **Student Signature:** |
| **Date (DD/MM/YYYY):** |

# Section 6 – Office Use Only

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| **Approved** **Yes No**  **Reason of non-approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Forwarded to TasTAFE Finance Yes No** |
| **TasTAFE International Delegated Officer** |
| **Position:** |
| **Name:** |
| **Signature:** |
| **Date (DD/MM/YYYY):** |

Record Number: DOC/24/154082