

FOR-ENR-03 Student Refund Request Form

Section 1 – Student Details		Refund No.	
Name:		Student ID	
Email		Mobile	
Address			
Section 2 – Refund Details			
Course Code and Name			
Start Date			
I request a refund for the following reason: (all refund requests MUST have accompanied documentation)			
<input type="checkbox"/> Visa Refusal <input type="checkbox"/> Cancellation <input type="checkbox"/> Credit Transfer <input type="checkbox"/> Visa Renewal Refusal <input type="checkbox"/> Withdrawal <input type="checkbox"/> Deferment <input type="checkbox"/> Visa Breach of Condition <input type="checkbox"/> Transfer of Provider <input type="checkbox"/> Suspension <input type="checkbox"/> Other Reason, Description			
<hr/> <hr/>			
Amount	\$		
Section 3 – Bank details of Student/Agent			
Account holder name			
Account holder residential address			
Bank name			
Branch Code and address			
Swift Code		BSB number	
Account Number			
Section 4 - Acknowledgement			
I understand that my request for a refund will be processed in accordance with Ironwood Institute Refund Policy.			
Signature		Date:	/ /
IRONWOOD OFFICE USE ONLY			
This Refund amount is			
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> ADJUSTED TO \$	

Section 5 – CEO or delegate to Authorize

Date application received	/ /	Initial:	
Course fee details			
Receipt #:	Receipt date: / / 20	Total Receipt amount \$:	
Fee Items	Amount received (\$)	Amount Non-Refundable (\$)	Amount Refundable (\$)
Tuition Fee:			
Enrolment fee:			
Learning Resources Fee:			
PPE fee:			
Any other fee:			
Total			
Total Refundable amount in words			
Staff Name: _____ Signature _____ Date _____			
Refund Method applied			
<input type="checkbox"/> EFT / CC / Direct Deposit		<input type="checkbox"/> Credit to Students Ironwood Institute Ongoing Account	
Refund payable to	<input type="checkbox"/> Student <input type="checkbox"/> Agent		
Signed		Position	
Print Name		Date Processed	
ACCOUNTS USE ONLY			
Logged in FMS	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	/ /
Logged by		Signature	
Recorded in student file	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	/ /
Recorded by		Signature	
Formal letter sent	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date	/ /
By Whom		Signature	