

Refund Request Form

Section 1 – Student Details			
Name:		Student No:	
Email		Mobile:	
Address			
Section 2 – Refund Details			
Course Code & Name:			
Start Date:v			
I request a refund for the following reason: (all refund requests MUST have accompanying 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 providers	<input type="checkbox"/> Suspension	
<input type="checkbox"/> Other, Description _____ _____			
Acknowledgement			
I authorise Ironwood Institute to process my refund into the following bank account and I understand that my request for a refund will be processed in accordance with the Ironwood Institute Refund Policy.			
Bank Details of Student/Agent			
Account holder name:			
Account holder current residential address:			
Bank name:			
Branch code & address:			
Swift Code:		BSB Number:	
Account Number:			
Signature		Date:	/ /
IRONWOOD OFFICE USE ONLY		Refund Request #	

Section 3 – CEO or delegate Authorisation			
Date application received:	/ /	Initial:	
Course fee details			
EBecas receipt #:	EBecas Receipt date: / / 20	Total Receipt amount \$:	
Fee Items	Amount received (\$)	Amount Refundable (\$)	Amount Non-Refundable (\$)
Tuition Fee:			
Enrolment fee:			
Learning Resources Fee:			
PPE fee:			
OSHC fee:			
Any other fee:			
Total			
Total Refundable amount in words _____			
Staff Name: _____ Signature _____ Date _____			

Refund Method is:			
<input type="checkbox"/> EFT / CC / Direct Deposit	<input type="checkbox"/> Ironwood Cheque	<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 Who:		Signature	