

Fee Refund Request Form

About this form

This form is to be utilized for refunding students' fees where student enrolment for the offered qualification is terminated early or the RTO fails to provide the agreed services.

The form is designed to comply with SRT0 2015 clause 5.3 (c) and The National Codes 2018 Standard 2 and 3.

Ashford College has designed policy and procedure for fee refunds. Student should read through the policy and procedure before applying for fee refund. Information related to fee refund is given to in Student Letter of Offer and Agreement, Student Handbook and at the time of Orientation.

Student details

Full Name

Student ID

Email

Phone

Address

Course Start date

Course End Date

Education Agent Name

1.

Course (s) Enrolled

2.

3.

Reason (s) for Refund Request

- Visa not granted (Visa Refusal Letter from Department of Home Affairs required)
- Medical (Letter from General Physician or Specialist required)
- Transfer (Copy of new offer letter required)
- Leave (Relevant Documents to support your request)

Others

Refund Payment Details (Electronic Transfer Only)

Bank Name

Account Holder Name

BSB

Account Number

Swift Code

Student Declaration

I declare that the documents and information I have provided for Fee Refund Request is true and correct. I authorize Ashford College to verify my provided details with any party involved. I authorize Ashford College to Transfer the funds in the nominated Bank Account provided by me in Refund Payment Details.

Student Signature

Date

PEO or the nominated person approvalName of the Authorised
Person

Designation

Fee Refund Request
Outcome Approved Not Approved

Reason for Decision

Signature

Date of Approval

For Admin Use

Application received date

Admin Officer Name

Refund Letter email date

Admin Officer Name

PRISM update date

Prism updated by

Axcelerate update date

Axcelerate updated by

Student File update date

Student File updated by
