

This form is for any student who wishes to apply for a refund.

Student Details			
Student Number		Date	
Family Name		Given Name	
Address			
Contact Number			
Email Address			

Course Details	
Current Qualification(s)	
I am applying for a refund for the following (Tick all that apply): <input type="checkbox"/> Tuition Fees <input type="checkbox"/> Material Fees <input type="checkbox"/> OSHC	
Reason for Refund Application <input type="checkbox"/> Withdrawal <input type="checkbox"/> Visa Refusal <input type="checkbox"/> Over-payment <input type="checkbox"/> Other (please specify)	

Student Details
Please outline your reasons for applying for a refund:

Bank Details			
Swift Code		Account Name	
BSB		Account Number	
Signature:			

Student Declaration:

- I have read and understand the Change of Enrolment Policy
- I have read and understand the Fees, Charges and Refund Policy
- I understand that I will not be eligible for a refund if I apply for withdrawal after the commencement date of the current term and that all fees must be cleared prior to approval of a withdrawal.
- I understand that I will receive a refund, if eligible and a written response within twenty-eight (28) business days outlining the college's decision upon validation of the documentation I have provided.
- I have provided supporting documentation to support my request for a refund
- I understand the contents of this application, and the availability of PCBT's complaints and appeals processes, does not remove my right as a student to take action under Australia's consumer protection laws

Student Signature		Date	
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Office Use Only			
Date application received:		Received by:	
Finance – Shafiq Ahmed			
Refund is approved: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please provide the reason:			
Method of refund: <input type="checkbox"/> EFT/CC <input type="checkbox"/> Credit to student account <input type="checkbox"/> International Transfer <input type="checkbox"/> Domestic Transfer			
Refund payable to: <input type="checkbox"/> Student <input type="checkbox"/> Agent			
Logged in MYOB: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date:	Signature:
Student Support or Admission Officer			
SMS Updated: Yes No		Date:	
Filed in student file: Yes No		Date:	Signature: