

**Student Details**

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Current Course Name: \_\_\_\_\_ COE Number: \_\_\_\_\_

Course Commencement Date: \_\_\_\_\_ Course End Date: \_\_\_\_\_

Actual Course End Date: \_\_\_\_\_

Packaged Course Name: \_\_\_\_\_ COE Number: \_\_\_\_\_

Packaged Course Name: \_\_\_\_\_ COE Number: \_\_\_\_\_

**Reason for request for refund (please tick appropriate box and attach all supporting documents)**

- Student Visa refusal (MUST attach refusal letter from Department of Immigration)
- Withdrawal from the course by the student (attach student withdrawal letter)
- Change of personal circumstance (must provide documented evidence)
- Transfer to another Institution (must provide new letter of offer from new Institution)
- Other (please specify): \_\_\_\_\_

**Bank Account details for Refund (please type or write clearly)**

Account Name: \_\_\_\_\_ (student or sponsors name)

Name of Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Full Bank Address: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_

IBAN: \_\_\_\_\_ (for international students)

Swift Code: \_\_\_\_\_ (if applicable)

Refund Processed to:  Agent  Student

Signature of student (or his/her agent) \_\_\_\_\_ (confirmed by agent email)

Date of Refund Application: \_\_\_\_\_

***Please email the complete application form to [Accounts@apsi.wa.edu.au](mailto:Accounts@apsi.wa.edu.au)***

***Please note all refunds will take up to 20 working days to process from the date of receipt of this application form.***

***A refund notification (remittance advice) will be sent to you and your agent once the refund is processed.***

**Office Use only**

Date of receipt: / / Refund Approved by: \_\_\_\_\_ Payment made on: \_\_\_\_\_