

STUDENT REFUND APPLICATION FORM

Student requesting refund	
Student Name:	
Student number:	
Course:	
Reasons for request (<i>with evidence</i>):	
If this application is approved, <u>Bank Account</u> details for payment: (Please note refunds will only be paid via electronic transfer. Please nominate an authorised account for deposits):	
Account Holder Name:	
BSB/IFSC:	Account No:
Bank name:	SWIFT Code:
IBAN No:	
Payee Address:	
I authorise refunded amounts to be deposited into the above nominated account.	
Sign:	Date:
Please submit the completed form in hard copy to the College Reception (ATT: Account Officer), or by email to accounts@smic.edu.au . Please enclose further explanation or <u>any evidence</u> you may have with the completed form so that the College authority can consider your application as fully as possible.	
Notes:	
<ul style="list-style-type: none"> Under normal circumstances, a refund application will be processed within four (4) weeks of the college receiving the Request for Student Refund form. Refunds can only be processed directly into a nominated bank account through Electronic Funds Transfer (EFT). Before completing this form, students are advised to check the most up-to-date Fees and Charges and Refund Policy and Procedures. This policy is accessible on the College's website or from the College's Reception. Students not satisfied with the refund decision may appeal through the College's Appeals Handling Policy and Procedures 	
Office Use Only	
Name of Staff:	Date of Receipt:
Decision:	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved
Reason for decision:	
Sign:	Date: