

Fee Refund Form

Relevant Standards

SRTO 2015: 5.3, 7.3

The National Code 2018: Standard 2, 3

Linked Documents

Student Fess Policy

Fee Refund Policy and Procedure

Student Agreement

Student to complete the following sections:

Note: Please make sure that you have read and understood all the related policies – in particular the **Fee Refund Policy** – before submitting this form

Student ID (if Given)			
Student Name			
Enrolled Course(s) <i>(Please list all the courses you are enrolled in)</i>	Course Code		Title
	Course Code		Title
	Course Code		Title
Full Address			
	Country		Postcode/ZIP
Reason(s) for Request for Refund – Fill in the Details <i>(Supporting documents/evidence must be attached. LITE COLLEGE may not be able to process a refund if satisfactory reasons and supporting documentation is not provided)</i>	Medical		
	Visa Related		
	Transfer		
	Other		
Bank Details for Electronic Refund (As applicable)	Bank Name		Branch Number/BSB
	Bank Address		Account Number
	IBAN		SWIFT Code
Student Declaration and Signature	Declaration: I have fully read and understood LITE COLLEGE's refund policy and understand that the refund can only be made to myself or a person authorised by me in writing.		
		Date	

ADMIN use only

Process Flow: >>Student Admin >>CEO >>Response to the Student

Refund Request	<input type="checkbox"/> Granted		<input type="checkbox"/> Declined
If Granted Note: Please refer to Fee Refund Policy for applicable criteria	Eligibility	<input type="checkbox"/> Full Refund	Amount: A\$
		<input type="checkbox"/> Partial Refund	Amount: A\$
	Applicable Criteria		
	Refund by	Date:	
If Declined <i>Notify Student</i>	Reason(s) for decision:		
Approved by	Name	Signature	Date: