



Refund Application Form

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:			
Student Name:			
Enrolled Course(s) (Please list all the courses you are enrolled in)	Course:		
	Course:		
	Course:		
Full Address:			
Reason(s) for Request for Refund – Fill in the Details (Supporting documents/evidences must be attached. Melbourne Institute of Training and Education may not be able to process a refund if satisfactory reasons and supporting documentation is not provided)	Medical		
	Visa related		
	Transfer		
	Other		
Bank Details for Electronic Refund	Bank Name:		Branch Number/BSB:
	Bank Address:		Account Number:
	IBAN:		Swift Code:
Student Declaration:	Declaration: I have fully read and understood Melbourne Institute of Training and Education’s refund policy and understand that the refund can only be made to myself or a personal authorised by me in writing.		



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Sign:	Date:
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Admin use only:

Refund Request	Granted		Declined
If Granted <i>Note: Please refer to Fee & Refund Policy for applicable criteria</i>	Eligibility	Full refund	Amount: A\$
		Partial refund	Amount: A\$
	Applicable Criteria		
	Refund by	Date:	
If Declined <i>Notify student</i>	Reason(s) for Decision:		
Approved by	Name:	Signature:	Date: