

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
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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/evidences must be attached. ALTEC 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 ALTEC College's refund policy and understand that the refund can only be made to myself or a personal 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 <u>Note:</u> Please refer to <i>Fee Refund Policy</i> 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:

