



## Fee Refund Request Form

### About this form

This form is to be utilised for refunding students' fees where student enrolment for the offered qualification is terminated early or the RTO fails to provide the agreed services.

The form is designed to comply with SRT0 2015 clause 5.3 ( c ) and The National Codes 2018 Standard 2 and 3.

AuSC has designed policy and procedure for fee refunds. Student should read through the policy and procedure before applying for fee refund. Information related to fee refund is given to in Student Letter of Offer and Agreement, Student Handbook and at the time of Orientation.

### Student details

Full Name

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Student ID

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Email

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Phone

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Address

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Course Start date

Course End Date

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Education Agent Name

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1.

Course (s) Enrolled

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2.

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3.

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### Reason (s) for Refund Request

Visa not granted (Visa Refusal Letter from Department of Home Affairs required)

Medical (Letter from General Physician or Specialist required)

Transfer (Copy of new offer letter required)

Leave (Relevant Documents to support your request)

Others

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### Refund Payment Details (Electronic Transfer Only)

Bank Name

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Account Holder Name

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BSB

Account Number

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Swift Code

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### Student Declaration

*I declare that the documents and information I have provided for Fee Refund Request is true and correct. I authorize Australian Sovereign College to verify my provided details with any party involved. I authorize AuSC to Transfer the funds in the nominated Bank Account provided by me in Refund Payment Details.*

Student Signature

Date

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### CEO or the nominated person approval

Name of the Authorised  
Person

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Designation

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Fee Refund Request Outcome  Approved  Not Approved

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Reason for Decision

Signature

Date of Approval

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### For Admin Use

Application received date

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Admin Officer Name

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Refund Letter email date

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Admin Officer Name

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PRISM update date

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Prism updated by

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Axcelerate update date

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Axcelerate updated by

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Student File update date

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Student File updated by

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