



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

Student ID

Email

Phone

Address

Course Start date

Course End Date

Education Agent Name

Course (s) Enrolled

1.

2.

3.

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



Refund Payment Details (Electronic Transfer Only)

Bank Name _____

Account Holder Name _____

BSB _____ Account Number _____

Swift Code _____

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 _____

CEO or the nominated person approval

Name of the Authorised Person _____

Designation _____

Fee Refund Request Outcome Approved Not Approved

Reason for Decision _____

Signature _____ Date of Approval _____

For Admin Use

Application received date	_____	Admin Officer Name	_____
Refund Letter email date	_____	Admin Officer Name	_____
PRISM update date	_____	Prism updated by	_____
Axcelerate update date	_____	Axcelerate updated by	_____
Student File update date	_____	Student File updated by	_____