

Student Refund Application Form

(Students who want apply for refund should fill this form and hand it to the Student Services Officer or alternatively email to info@vit.edu.au)

Personal Details	Student Name:		
	Student ID:		
Home Address			
	Postcode:		
Contact Details	Mobile:		
	Home Phone:		
	Email:		
Course Details			
Reason for Refund Request: (Please provide short summary of reasons for requesting Refund and attach supporting documentary evidence where required).			
Bank Details for Refund:			
Amount of Fee Requested for: _____			
Bank Name: _____		Account Name: _____	
BSB: _____		Account Number: _____	
Bank Address: _____		SWIFT Code: _____	
Recipient Address: _____			

Student Signature:		Date:	
Office Use Only			
Date Received:		Received By:	
Refund Amount Approved:		Approved By:	
Date Processed:		Processed By:	
Payment Advice Number:		Payment Processed By:	
Date of Correspondence sent to Student:		Sent By:	