



## Application For Refund Form

To be completed by students requesting a Refund. All fields Must be completed

Part A: Personal Details		
Student Id:-	Date Of Birth(Dd/MM/YY):	
Family Name:-	Given Name:-	
Address:-	Subrub:-	Post Code:-
Contact Phone No:-	Email Address:-	
Part B – Refund Reason- Documentation Required		
Accommodation Placement Fee:- _____	Visa Refusal:- _____	
Difference in Tuition Fee:- _____	Withdrawl :- _____	
Transfer to another RTO:- _____	Others (Please Specify) :-	
Part C- Payment Details (Please select one option only) All Details Must be filled		
Bank Transfer- Australian Bank	Bank Transfer – International Bank	
Bank Name:-	Bank Name:-	
Account Name:-	Bank Address:-	
BSB No:-	Account Name:-	
Account No:-	SWIFT CODE:-	A/C No:-
Part D – Student Declaration		
<p>The Refund Process can take up to 4 weeks ,if you haven't received a response regarding your application after this time,Please contact administration Swann College , All Refunds will be assessed in accordance with the Swann College Fee Refund Policy. Which can be found on <a href="http://www.swanncollege.sa.edu.au">www.swanncollege.sa.edu.au</a></p> <p>(1) I have read the refund policy as stated above. (2) I agree with the conditions of refund and declare that I am the person for whom this refund is to be paid.</p> <p>_____ Date:- _____</p> <p>(Student Signature)</p>		



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Lodgement Details	
In Person: Student Services/ L3, 132 Franklin St Adelaide	By Email : Admin@swanncollege.sa.edu.au

Supporting Documents Required		Office Use Only	
Reason For refund	Supporting Document	Staff Check/Action	Done
Withdrawal	Completed Withdrawal Form , Airline Tickets (I. Students only)	Check supporting documentation Process Withdrawal Forward Refund and withdrawal forms to Finance together	
Difference in Tuition Fees	Complete Change of Programme Form	Check supporting documentation Process Change of Program Forward refund form to Finance	
Accommodation placement fees	None Required	Forward Refund form to accommodation Confirm accommodation placement fee refund. Forward refund form to finance	
Refused student VISA	Letter from DIBP advising of the VISA refusal	Check supporting documentation. Forward refund form to Finance	
Transfer to another registered provider	Release form & Offer	Issue Release letter from Swann College Forward refund form to Finance	
Other	Contact Student Services to discuss the reason and documentation required	Forward Refund form to Finance	



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### Comments:-

Office Use Only- Finance				
	Tuition		Comments	
At \$	Week	\$		
Less	%	\$		
	<b>TOTAL</b>	<b>\$</b>		
	OSHC	\$		
	Other	\$		
	<b>Total Refund</b>	<b>\$</b>		
Office Use Only				
Position	Name	Signature	Date	Comment
Account				
Director- Finance				