



Application for refund

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

Part A: Personal Details				
Student Id:		DOB:		
Family Name:		Given Name:		
Address:		Suburb:		Post Code:
Phone No:		Email Address:		
Part B – Refund Reason- Documentation Required				
Accommodation Placement Fee:		Visa Refusal:		
Difference in Tuition Fee:		Withdrawal:		
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 our website: www.swanncollege.sa.edu.au</p> <p>(1) I have read the refund policy as stated above.</p> <p>(2) I agree with the conditions of refund and declare that I am the person for whom this refund is to be paid.</p>				
Student sign:		Date:		
Lodgement Details				
Swann College Student Services L3, 132 Franklin St Adelaide		Email: admin@swanncollege.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			
Comments:					
Office Use Only- Finance					
Tuition		Comments:			
Less Subsequent Course					
TOTAL					
Other					
Administration Charges					
Total Refund					
Name:		Sign:		Date:	