



REFUND REQUEST FORM

Instructions:

1. Student to complete the form with all relevant details and nominate a bank account for refund deposit.
2. Indicate the basis for the refund (e.g., visa refusal, withdrawal)
3. Attach any supporting evidence required (e.g., withdrawal form, medical documentation)
4. Submit to the Administration Manager for initial review.
5. Administration Manager and CEO to make the final decision and complete the approval section.
6. File the signed form in the student's record.
7. Process refund within 4 weeks in line with the Fee Management and Refund Policy or 2 weeks for provider default.

Student request	
Name:	
Student number:	
Course:	
Refund Trigger (tick one):	
<input type="checkbox"/> Visa refusal	
<input type="checkbox"/> Withdrawal	
<input type="checkbox"/> Provider default	
<input type="checkbox"/> Other (specify):	
Reason for request:	
Supporting documents attached	
Visa refusal letter <input type="checkbox"/>	
Withdrawal form <input type="checkbox"/>	
Medical Certificate <input type="checkbox"/>	
Other <input type="checkbox"/>	
Deposit Account: Please note refunds will only be paid via electronic transfer.	
Please nominate an authorised account for deposits:	



Account Name:	
BSB: SWIFT code:	Ac No:
I authorise refunded amounts to be deposited into the above nominated account.	
Sign:	Date:

Refund Table – see the Fees Management and Refunds Policy and Procedure for details.

Circumstance	Refund
Visa refused	100% of course money received minus the lesser of 5% of course money or \$500.
Visa application refusal due to fraudulent and or forged documents.	No enrolment or tuition fees refunded under any circumstances.
Withdrawal notified in writing and received by the College 28 days or more prior to semester commencement. Not related to visa refusal.	80% refund of tuition fees paid. Enrolment fee is not refundable.
Withdrawal notified in writing and received by the College less within 28 days prior to semester commencement and before the commencement date. Not related to visa refusal.	50% refund of tuition fees paid. Enrolment fee is not refundable
Withdrawals notified in writing and received by the College on the commencement date or after the semester commences.	No refund of current semester tuition and materials fees.

Office Use – Refund Calculation

Total Amount Paid: \$ _____

Less Permissible Deduction (if any): \$ _____

Amount to be Refunded: \$ _____

Notes:



Administration Manager Review

Name: _____

Signature: _____

Date: _____

CEO Decision

☐ Approved ☐ Not Approved

Reason for Decision:

Name: _____

Signature: _____

Date: _____

Note: Allman College does not deduct agent commissions from student refunds. Any such arrangements between the provider and the agent do not affect the student's refund entitlement.