



# Refund/Transfer form

## APPLICATION FOR REFUND OF TUITION FEES

1. To be completed by all students requesting a refund.
2. All relevant fields **MUST** be filled out and submitted with all supporting evidence or this form **will NOT be accepted**.
3. Please fill out this form electronically.
4. Once this form is completed, print it out and sign - Printing of name or initialing will not be accepted.
5. Please clearly identify all correspondence with ID number, Full Name and Purpose

## LODGEMENT DETAILS

Please clearly mark with ID number and submit with all documents as one email to [Registrar <registrar@ae.edu.au>](mailto:registrar@ae.edu.au)

## Part A – Personal Details

|                |                 |
|----------------|-----------------|
| Student ID:    | Date of Birth:  |
| Family name:   |                 |
| Given names:   |                 |
| Email address: | Contact number: |

## Part B – Refund Reason

|                                                                                                                                                                                                                       |                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Completed course<br><input type="checkbox"/> Withdrawal from course<br><input type="checkbox"/> U18 Accommodation / Guardianship fees<br><input type="checkbox"/> Difference in tuition fees | <input type="checkbox"/> Failure to meet entry requirements<br><input type="checkbox"/> Refusal of student visa or not lodging visa<br><input type="checkbox"/> Other: please specify: |
| Please provide any other supporting details:                                                                                                                                                                          |                                                                                                                                                                                        |

## Part C – Payment Details (Select one option only. If bank transfer, ALL details must be filled out)

| Bank transfer – Australian Bank                                                         | Bank transfer – International Bank |
|-----------------------------------------------------------------------------------------|------------------------------------|
| Bank name:                                                                              | Bank name:                         |
| Bank address:                                                                           | Bank address:                      |
| BSB no:                                                                                 | SWIFT code:                        |
| Account no:                                                                             | Account no / IBAN:                 |
| Account name:                                                                           | Account name:                      |
| Beneficiary's address:                                                                  | Beneficiary's address:             |
| <b>Credit Card</b> (Fees paid by credit card will be refunded to that credit card only) |                                    |
| Credit Card Number:                                                                     | Card Expiry Date:                  |
|                                                                                         | /                                  |
| Student Signature:                                                                      | Date:                              |

## Part D – Student Declaration

Your request will be assessed in accordance with the Refund Policy available for viewing at:  
<https://www.acknowledgeeducation.edu.au/policies-and-procedures>

☐ I have read the refund policy as stated above.  
☐ I agree with the conditions of refund and declare that I am the person for whom this refund is to be paid.

Student Signature verified by agent      Agent Stamp:  
Agent name :  
Student Signature:  
Agent Title :  
Date:

## OFFICE USE ONLY

## Form Received:

Granted

☐

Declined

☐

Date: \_\_\_\_\_ Initial: \_\_\_\_\_

ORIGINAL TUITION PAYMENT MADE:

☐

Bank Transfer

☐

Debit Card

☐

Credit Card

Notes:

Course/s:

w

Campus:

w

Commencement Date: w

Calculated amount

| Item                                                                            | Paid | Refund |                                |
|---------------------------------------------------------------------------------|------|--------|--------------------------------|
| Enrolment                                                                       | \$   | \$     |                                |
| Tuition                                                                         | \$   | \$     |                                |
| Study Materials                                                                 | \$   | \$     |                                |
| OSHC                                                                            | \$   | \$     | Tuition                        |
| Airport Transfer                                                                | \$   | \$     | \$                             |
| Homestay Placement                                                              | \$   | \$     | Less 30% Tuition Cancellation  |
| Homestay                                                                        | \$   | \$     | \$                             |
| Consolidate Fee                                                                 | \$   | \$     | Less 20% Homestay Cancellation |
| Guardianship                                                                    | \$   | \$     | \$                             |
| Other                                                                           |      |        | Less Commision                 |
| <b>Total Amount Paid</b>                                                        | \$   | \$     | \$                             |
| <b>Less</b> Non-refundable Enrolment Fee                                        | \$   | \$     |                                |
| <b>Less</b> Cancellation Fee (Refer to reason above)                            | \$   | \$     |                                |
| <b>Available Refund Amount</b>                                                  | \$   | \$     |                                |
| <b>Less</b> Agent pre-deducted Comission (GST inclusive if any) (if applicable) | \$   | \$     |                                |
| <b>REFUND AMOUNT DUE</b>                                                        | \$   | \$     |                                |

1. This refund is calculated by \_\_\_\_\_ Date:

2. This refund is cross checked by \_\_\_\_\_ Date:

3. This refund is processed by \_\_\_\_\_ Date: