

FORM-P02 REFUND REQUEST FORM**Your Current Enrolment Details**

Student Name	Ailin YANG
Student ID	S0304
Course Enrolled	English for Academic Purposes
Course Start Date	17/06/2024

Refund Details**I request a refund for the following:**

Invoice Number	
Amount	\$ 2730
Reason (Please attach any supporting documentation)	withdraw from the provider

Refund Payment - Bank Details (Australian Bank Account)

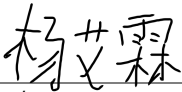
Bank Name	Commonwealth Bank
Account Name	Xiaohan Technology Pty Ltd
BSB	063240
Account Number	10844072

Refund Payment - Bank Details (Overseas Bank Account)

Bank Name	
Bank Branch	
Bank Branch Address	
Country	
SWIFT Code	
Account Name	
Account Number	

Student Declaration

I understand that my request for a refund will be processed in accordance with the SEA English Academy's Fees, Charges and Refund Policy. I also understand that I shall have 20 days to access the Complaints and Appeals process, should I not agree with the outcome or decision.

Signature	
Date	25/06/2024

AUTHORISATION

Please tick the type of Refund:

☐ Withdrawal ☐ Transfer ☐ Cancellation ☐ Others, please specify:

This Refund amount is

☐ Approved ☐ Denied ☐ Adjusted to \$

Comments / Reason for Decision / Calculation of Refund

Refund Method is

☐ EFT ☐ Direct Deposit ☐ Credit to Corporate Account

Staff Name

Position

Signature

Date Processed

ADMIN USE ONLY

Logged in Refund Request Register

☐ Yes ☐ No

Date

Logged by

Date

Formal Letter / Email sent

☐ Yes ☐ No

Date

Sent by

Date