

Refund Application Form

Student Name:			
Student ID:		Date of Birth	
Course Name:			
Start Date:			
Student Declaration I have read and understood Barton College's refund and cancellation policy. I have received the details about how my Refund has been calculated and agree to the refund calculated. I understand that I have the right to appeal the calculated amount. I understand that Barton College will not transfer any funds to a third party unless I explicitly request it in writing, in which case Barton College shall be released of any responsibility in relation to the refund, once the funds have been transferred as requested.			
Name:	Signature:		Date:
Australian Bank Account (please provide the following details)			
Account Name:			
Account Number:			
BSB Number:			
Bank Name:			
International Bank Account (please provide the following details if applicable)			
Account Name:			
Bank Account/IBAN:			
SWIFT Code:			
Bank Name:			
Bank Branch:			
Bank Address:			
Country of Bank:			
Preferred Currency:			
Overseas Address:			

*Please note that international payments are processed through Western Union and may take up to 10 working days to be received



Office Use	
Verification Process	1) Student enrolled in Student management system? ☐ Yes ☐ No ☐ N.A. 2) Student commenced Training in Student management system? ☐ Yes ☐ No ☐ N.A. 3) Withdrawal done in Student management system? ☐ Yes ☐ No ☐ N.A. 4) Inform Admin to withdraw student in PRISMS via email ☐ Yes ☐ No ☐ N.A. The above verified & done by: _____
Remarks by Finance:	☐ Approved ☐ Rejected ☐ Need verification
Amount received:	\$ _____
Amount to be refunded:	\$ _____
Authorized By Finance (name & Signature)	_____
Refund method:	☐ Cheque ☐ Cash ☐ EFT
Refund date & Reference:	_____

ACTION TAKEN BY INSTITUTE	
Granted ☐	Not Granted ☐

Administration Sign:	_____
Date:	_____