



Refund Application Form

STUDENT DETAILS	
Student ID:	
Family Name:	
First Name:	
Date of Birth:	
Email:	
Course(s) Enrolled:	<input type="checkbox"/> FNS40222 Certificate IV in Accounting and Bookkeeping (CRICOS Course Code: 111742E)
	<input type="checkbox"/> FNS50222 Diploma of Accounting (CRICOS Course Code: 111743D)
	<input type="checkbox"/> FNS60222 Advanced Diploma of Accounting (CRICOS Course Code: 111743C)
	<input type="checkbox"/> ICT50220 Diploma of Information Technology (CRICOS Course Code: 111747M)
	<input type="checkbox"/> ICT60220 Advanced Diploma of Information Technology (CRICOS Course Code: 111748K)
	<input type="checkbox"/> SIT40521 Certificate IV in Kitchen Management (CRICOS Course Code: 111745B)
	<input type="checkbox"/> SIT50422 Diploma of Hospitality Management (CRICOS Course Code: 111746A)
Course State Date: (DD/MM/YYYY)	

REASON FOR REFUND: tick applicable box & attach required documentation	
<input type="checkbox"/>	Visa refused (attach documentary evidence from Department of Home Affairs)
<input type="checkbox"/>	I am changing education providers (copy of new Letter of Offer must be attached)
<input type="checkbox"/>	Withdrawing from course due to compassionate or compelling circumstances
<input type="checkbox"/>	Other (please state)

Refund Payment Details:

Please choose from one of the following refund options and ensure that all details are correct and clearly printed.

Payment into a bank account - to be used if fees were paid by a bank draft or electronic transfer	
<input type="checkbox"/>	Electronic Funds Transfer (EFT) - Australian Bank Account
	Bank Name:
	Bank Branch:
	Account Name:
	BSB Number:
	Account number:



<input type="checkbox"/> Telegraphic Transfer (TT) – Overseas Bank Account	Note: Refunds are normally made in the currency of your country of permanent residency if available. Rosewood International College is not liable for any bank charges or variance from foreign exchange rate fluctuations.	
	Bank Name:	
	Bank Address:	
	Country:	
	Swift / BIC Code:	
	IFSC / IBAN Code:	
	Account Name:	
	Account number:	

Please ensure that you have read and understood the Rosewood International College full refund policy before signing the declaration below:

Student Declaration: I hereby apply for a refund of fees paid and acknowledge that this refund will be processed in accordance with the Rosewood International College Refund for International Students Procedure.

I have read and understood the Sunway International College Complaints and Appeals policy and procedure

I declare that the information provided on this form is true and complete and that it is my responsibility to provide all necessary documentation to support my refund application.

Signature of Student:	
Date: (DD/MM/YYYY)	

Office Use Only:			
Date Processed: (DD/MM/YYYY)			
Officer Name:			
Signature:			
Amount Paid by Student:		Amount Eligible for Refund:	
Refund Paid	<input type="checkbox"/> Yes	Date:	
	<input type="checkbox"/> No	Date:	
Comments:	Other (please state)		

