



WITHDRAWAL AND APPLICATION FOR REFUND

(Note: Refund application must be made by completing Refund Application form and sending it to the Accounts Department of ALIT. The Refund Application Form is available at the ALIT's website. Refund application form must be submitted by email to accounts@alit.edu.au, by post or in person at reception. Refunds will be made within 20 working days of receipt of application and will include a statement explaining how the refund was calculated. A processing fee of \$50 will be deducted from any refund).

Student Details

Given Name(s)		Family Name	
Student ID		Date of Birth	
Local current address:			
Email		Mobile	

Course/Program Details

What course or courses you are applying to withdraw from and requesting a refund for:

Reason for Withdrawal and Application for Refund

Family problems
 Transferring to another RTO
 Cancelling enrolment

Please elaborate on your circumstances:

If you are leaving, when do you intend to leave Australia?

Tuition Fees Refund Details

Has course already been commenced? Yes No

Course Commencement Date

Overseas Student Health Cover (OSHC) refund required: Yes No



Please outline the reasons/circumstances for seeking a refund:

Please tick your preferred method of payment:

Electronic Funds Transfer (EFT) Australian bank account:

Account Name:

Account Number: BSB Number:

Bank Name:

Overseas Telegraphic Transfer - overseas bank account:

Account Holder's Name:

Account Holder's Address:

Account Number: SWIFT Code:

IFSC (If applicable):

Bank Name:

Bank Address:

Student Declaration:

- ✓ I have read and fully understood the Refund Policy;
- ✓ I understand that completing this form does not guarantee a refund;
- ✓ I authorise ALIT to pay my refund to the nominated Bank Account as specified on this form. I understand that the accuracy and legibility of the provided banking details is my sole responsibility;
- ✓ I declare that the above information is true and correct. I acknowledge that withholding relevant information or providing incorrect information may delay processing of the application.

Name of the Student

Signature

Date



Office Use Only:

Form Received Date:

Evidence Given: Yes No Type of documents:

Refund Approved Refund Not Approved No Refund Necessary

Refund Calculation:

Administrator Name

Signature

Date

CEO's Approval:

Name

Signature

Date