



# Refund Application Form

## STUDENT INFORMATION

Student ID:	Title (Mr., Mrs., Ms.):
Last name:	Given name:
Student address:	
Date of birth (dd/mm/yy): ____ / ____ / ____ Mobile number:	
E-mail address:	

## REFUND REQUEST

*Within Australia Bank Details*

Name of Bank:	BSB:
Account holder's name:	Account number:

*Outside Australia Bank Details*

SWIFT code:	IBAN number/IFSC code:	Account number:
Account holder's name*:	Bank name:	
Bank address:	Bank account currency:	
Country:	Postcode:	

*\*If the account holder's name is different from student's name, documents to support the relationship must be provided.*

Reason for refund:

*Note: This application must be supported by additional documents that can be verified.  
For more information on refund policies, please refer to our website: [www.queensford.edu.au](http://www.queensford.edu.au)*

Student signature: ..... Date: (dd/mm/yy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## OFFICE USE ONLY

Date of refund application received: ____ / ____ / ____	Name of Bank received at:
Date of amount received: ____ / ____ / ____	Account holder's name received from:
Date of refund processed: ____ / ____ / ____	Name of Bank refunded from:
Refund amount: \$	Method of refund:
Processed by:	Approved by:
Signature:	

## PRISMS RECORDING

Date recorded on PRISMS^: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*^Should be within 7days of the refund being proceed*

Recorded by (Staff Name):

Staff Signature:

**BRISBANE**

**ADELAIDE**

**PARRAMATTA**

**HOBART**

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