

REFUND REQUEST FORM

Please ensure to fill this form correctly. Incorrect or incomplete forms will result in delays or rejections.

Student Name:			
Student ID		Phone No:	
Email:			
Course Title:			

Conditions for Refund

1. If, withdrawing from a course, then a copy of the Withdrawal/Cancellation Form is required to be attached.
2. Applications for refunds may take up to 28 days (4 weeks) to be processed. There is an Administration Charge to be paid by the student. Refer to the Fees Management & Refund Policy and Procedure in Student Handbook and College website.
3. The college will attempt to return any refund back to the originating bank account or originating card or cardholder. Refunds will be paid:
 - To the person or entity from which the original payment was received.
 - In Australian Dollars, unless external requirements prevent this.
 - Where possible, to the account from which, and using the mechanism by which, the original payment was received.

Where it is not possible for the college to make a payment to the account, person or entity from which the original payment was received, the college will consult with the student, the person or entity who made the original payment and the appropriate financial institutions to determine how the refund will be paid.

Confirm account details:

Bank Name: _____ Account Name: _____

BSB Number: _____ Account Number: _____

Reasons for Requesting Refund (Please select the option from below that describe your situation)

- ☐ Student Visa Refusal
- ☐ Withdraw due to Student Personal Reason
- ☐ Provider default
- ☐ Other (specify): _____

Additional comments (if required):

Supporting Documents

- ☐ Visa refusal letter ☐ Withdrawal forms ☐ Medical Certificate
- ☐ Other (specify):

Additional comments (if required):

Student Declaration

- ☐ I hereby declare, acknowledge, and confirm that I have read, understood, and agreed to:
- TM's Fees Management and Refunds Policy and Procedure
 - TM's Student Deferment, Suspension and Cancellation of Study Policy and Procedure
 - Terms and conditions specified in my Offer Letter and International Student Written Agreement
 - Any incorrect information may delay the processing of this application.
 - Any fees incurred by Training Masters due to incorrect information provided will be deducted from my refund amount.
 - Information and supporting documentation I have provided is true and correct.

Student Signature: _____ Date: _____

Office Use Only (Accounts Department)

Application Status	Approved <input type="checkbox"/> Not approved <input type="checkbox"/>				
Original Fees Paid	\$	Receipt No		Date:	
Total Refund Amount	\$	Receipt No		Date:	
Comments:					
Authorised & Completed By	Name:		Signature:	Date:	

Note:

- Training Masters does not deduct agent commissions from student refunds. Any such arrangements between the provider and the agent do not affect the student's refund entitlement.
- A copy of the Fees Management & Refund Policy and Procedure can be downloaded from the college website: <https://tm.nsw.edu.au/>