

FORM-P02 REFUND REQUEST FORM**Your Current Enrolment Details**

| | |
|-------------------|--|
| Student Name | |
| Student ID | |
| Course Enrolled | |
| Course Start Date | |

Refund Details

| | |
|--|----|
| I request a refund for the following: | |
| Invoice Number | |
| Amount | \$ |
| Reason (Please attach any supporting documentation) | |

Refund Payment - Bank Details (Australian Bank Account)

| | |
|----------------|--|
| Bank Name | |
| Account Name | |
| BSB | |
| Account Number | |

Refund Payment - Bank Details (Overseas Bank Account)

| | |
|---------------------|--|
| Bank Name | |
| Bank Branch | |
| Bank Branch Address | |
| Country | |
| SWIFT Code | |
| Account Name | |
| Account Number | |

Student Declaration

| | |
|--|--|
| I understand that my request for a refund will be processed in accordance with the SEA English Academy's Fees, Charges and Refund Policy. I also understand that I shall have 20 days to access the Complaints and Appeals process, should I not agree with the outcome or decision. | |
| Signature | |
| Date | |

AUTHORISATION

Please tick the type of Refund:

☐ Withdrawal ☐ Transfer ☐ Cancellation ☐ Others, please specify:

This Refund amount is

☐ Approved ☐ Denied ☐ Adjusted to \$

Comments / Reason for Decision / Calculation of Refund

Refund Method is

☐ EFT ☐ Direct Deposit ☐ Credit to Corporate Account

Staff Name

Position

Signature

Date Processed

ADMIN USE ONLY

Logged in Refund Request Register

☐ Yes ☐ No

Date

Logged by

Date

Formal Letter / Email sent

☐ Yes ☐ No

Date

Sent by

Date