



SHAFSTON
www.shafston.edu

Refund Application Form

Please read this information before filling in your application for a refund.

- The Management Committee at Shafston will assess your application for a refund.
- If your refund application is denied you will be notified in writing and your funds will be held in credit for up to 12 months for you to return to study.
- Refunds will take at least 4 weeks to be processed. Insufficient or incorrect bank details will delay this processing time.
- Please ensure you attach supporting documentation for your Refund Application to be assessed.
- Failure to supply sufficient supporting documentation will delay the application process.

Student ID Number:

Name: Last name:

Course start date: Course finish date:

Current address:

Mobile phone number: Email Address:

I would like you to consider my application for a refund for:

- Tuition Fees (Please tick the box)
- Learning Material
- Accommodation Fees
- Examination Fee
- Other: (Please Specify)

The reason why I wish to have a refund are:

Details of the refund process is clarified in the written agreement that was signed upon enrolment

Please visit www.shafston.edu to review the written agreement and Terms and Conditions of Refunds, Deferrals or Transfers

Student Signature:

Date:



If my refund is approved, I would like to receive the fees:

- Credit Note (Valid for 12 months) (Please tick the box)
- In Cash (If amount is under AUD\$200 Only)
- By cheque (to be deposited in my Australian bank account)
- By local bank transfer into my Australian bank account

Bank account details provided should match that of the Student or the Bank Account that the payment was received from. If this differs then this process may be delayed in verifying the bank account details provided.

Incorrect or insufficient data will mean that transfer cannot be processed so to avoid delays, please ensure this form is fully completed, clearly.

Bank Name	
Bank Account	
Account Name	
Account Number	
BSB Number	

- By international bank transfer into my Overseas bank account

Bank account details provided should match that of the Student or the Bank Account that the payment was received from. If this differs then this process may be delayed in verifying the bank account details provided.

Incorrect or insufficient data will mean that transfer cannot be processed so to avoid delays, please ensure this form is fully completed, clearly.

Beneficiary Name <small>(student or Agent)</small>	
Beneficiary Address	
City	
Post Code	
Country	
Beneficiary Bank Account Name <small>(Name the account is in)</small>	
Account Number	
IBAN Number <small>(for European country's only)</small>	
Bank Code (Swift or BIC)	



Beneficiary Bank Name	
Beneficiary Bank Bank Address	
City	
Post Code	
Country	
Intermediary Bank Account Name (Name the account is in)	
Account Number	
IBAN Number (for European country's only)	
Bank Code (Swift or BIC)	
Intermediary Bank (if any) Bank Name	
Bank Address	
City	
Post Code	
Country	

Student Acknowledgment: I advise that the above details provided are the correct bank account for the refund of my fees paid to Shafston.

Student Signature: **Date:**