

Before you complete this form...

Have you completed an Application for Class / Program Enrolment Amendment? This must accompany your refund application. Complete **all** relevant sections AND attach supporting evidence where required.

Student Number:

Family Name _____ Given Name/s _____ D.O.B. _____

IMPORTANT INFORMATION

All refunds are subject to TAFE Queensland Institute approval and must comply with guidelines detailed in the Vocational Education, Training and Employment Regulation 2000. If classes have commenced, you may not be eligible for a refund. An administration charge will apply to some refunds. If materials have been issued material fees may not be refunded. Allow 2 – 4 weeks for processing of your refund, for urgent processing liaise with the Customer Service Leader at the campus of application.

REFUND REQUEST DETAILS How would you like your fees refunded?

Credit on Institute Student Administration System (ISAS) account

Paid directly to bank account

If you wish to have your refund credited directly to your bank account please complete the following:

BSB: Account Number:

Account Name: _____

Bank Name & Address: _____

Overseas Bank Account Swift Code (if applicable): _____

Post Cheque (not available for overseas addresses)

Please ensure that your personal and address details are correct on our systems

Third Party (Nominated)

Refund cheques nominated to a third party will take longer than usual turn around times. Please complete the following:

Third Party Bank Account

BSB: Account Number:

Account Name: _____

Bank Name & Address: _____

Overseas Bank Account Swift Code (if applicable): _____

Third Party Cheque

Full Name of Third Party: _____

Postal Address: _____

Contact Phone: _____

NOTE: Centrepay Deductions – It is your responsibility to cancel CentrePay deductions directly with Centrelink.

Student Signature: _____ Date: _____

U/18 Parent/Guardian Signature: _____ Date: _____

OFFICE USE ONLY – CSC LEADER

Refund Approved: YES / NO Signature: _____

Refund Approval Officer Name: _____ Date: _____

Refund Reason: (refer IF661 Action Reason) _____

Refund Amount: _____

Refund Number: _____

Change of Enrolment Processed: YES / NO

Refund Fee Applied: YES / NO

Processed By: _____ Date: _____

The Brisbane North Institute of TAFE is collecting information on this form in accordance with the Information Privacy Act 2009. The institute is collecting the information on this form to determine eligibility and processing of a refund. Only authorised departmental officers will have access to this information and your personal details will not be given to any other third party without your written consent, unless authorised or required by law.