

REFUND APPLICATION FORM

ABOUT THIS FORM

This form is to be used when making an application for a refund of tuition or non-tuition fees.

Please note:

- If IOIS cancels a course before or after commencement, you do **not** need to complete this form. A refund will be processed automatically in line with the **IOIS Fees and Refunds Policy**.
- All other refund requests must be submitted using this form and will be processed in accordance with the **IOIS Fees and Charges Policy and Refund Policy**.
- Provision of your bank details below will be taken as your authorisation for IOIS to make payment into that account.

STUDENT DETAILS

GIVEN NAME/S			
SURNAME			
DATE OF BIRTH	/ /	GENDER	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
NATIONALITY		STUDENT ID	
ADDRESS <i>(including street number and name, suburb or town, postcode and country)</i>			
POSTAL ADDRESS <i>(if different)</i>			
PHONE NUMBER			
EMAIL ADDRESS			

REASON FOR REFUND

Please briefly describe the reason you are seeking a refund.

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BANK DETAILS

BANK NAME	
COUNTRY	
BSB OR SWIFT CODE	
ACCOUNT NAME	
ACCOUNT NUMBER	
STUDENT NUMBER	
NAME	
SIGNATURE	
DATE	

OFFICE USE ONLY

ACTION	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
REASON FOR DECISION			
ACTION BY			
SIGNATURE		DATE	