

REFUND APPLICATION FORM

Submitted Date ____/____/____

SECTION 1: PERSONAL DETAILS	
First name:	
Family name:	
Date of Birth:	Student ID:
Telephone:	Email Address:
Address:	
Original Payment Method:	
<input type="checkbox"/> Credit Card <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Other (Please state)	
Payment Date:	
SECTION 2: REFUND PAYMENT OPTIONS	
<i>(Refunds will be processed in Australian dollars)</i>	
<input type="checkbox"/> I authorise Scots English College to refund to a third party other than to my student personal account.	
Refund Options	
<input type="checkbox"/> Cheque/Draft <input type="checkbox"/> Mailing Address (If different from above address):	
<input type="checkbox"/> Direct Deposit into Bank Account (Scots English College will NOT be held responsible if any of the following details are incorrect).	
BSB No:	
Bank Name:	
Account No:	
Branch Address:	
Account Name:	Swift Code (Overseas):
Please provide detailed reasons for your application. <i>(If you require more space, please attach a separate sheet)</i>	
Requested Refund Amount: AUD\$ _____	

Please submit your completed form and forward to admissions@scotsenglish.edu.au

No refunds will be paid to a third party unless it is indicated at the time the refund application is lodged, that any refunds due are payable to a third party.

Where a refund is approved, Scots English College will make payment of refunds within 28 days of receipt of the Refund Application Form.

A documented administration fee of **AUD\$200** will be charged for processing refunds.

If a student cancels their course in writing 28 days or less before the course is due to commence, 70% of the course's tuition fee will be refunded.

If a student cancels their course in writing more than 28 days before the course is due to commence, 50% of the course's tuition fee will be refunded

No refund will be given to any student after they have commenced their studies or if they are in breach of their student visa conditions.

Please also refer to the Cancellation and Refunds Policy and Procedure on our website at www.scotsenglish.edu.au before completing this form.

SECTION 3: STUDENT DECLARATION
I have read the Scots Cancellation and Refund policy and understand the terms and conditions. I am aware of the academic and financial consequences of the above request and have sought appropriate advice on these matters.
I understand and agree to be bound by Scots policies and deadlines for the processing of refunds.
I declare that the information I have given on this application is correct and understand that by knowingly making false or misleading statements that I may be liable for prosecution. I also authorise the Scots English College to gather and obtain any necessary information pertaining to this application.
I agree to the conditions of this Refund Application and declare that I am the person to whom this refund is to be paid.
Signature: _____ Date: _____

OFFICE USE ONLY
Prepared by:
Refund Amount: \$
Authorised by:
Payment processed by:
Date: