

Australian College for International Students.

Skillset Training

Skillset Training Refund Request Form

Student	Agent Details:	Date:
Name:		
Student ID if any:		Date of Birth:
Start Date or enrolment detail:		Country:
Total Deposit paid:		Date:
Accest		
Agent:		

Reason for Refund: Please tick one (supporting documentation must be provided)

- Visa not granted (confirmation from Department of Home Affairs required)
- Withdrawal from All Studies (copy attached)
- Leave from Studies (copy attached)
- Transfer to Another Institution (copy of new Offer Letter required)
- Other Comments:

Refund Payment Details:

Electronic Transfer to be made

Bank Name: BSB:	Account Number:
Account Name: Swift Code:	if other than a student: Any Other Details:
Course Details	
Course (1)	
Course (2)	



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Payment Details	Skillset Training		
Amount Paid: Comments:	Paid by :	Agent	Student
Student's Signature:			
Name:			

Agent Name:

Checklist:

- Have you filled all the fields?
- Have you read the refund policy?
- Have you signed this form?
- You understand by giving the Agents account details you are agreeing for the money to be
- Understand fee refund total fee -\$500
- transferred into agent's account.
- **Comments**:

For Office USE Only:

0	Refund request Received on:	date	By:
0	Refund made on:		By:

- Refund made on:
- Updated SMS on:
- Updated PRISM

By:

By:

- Updated Student file with the proof of refund • **Refund Number**: archived on:
- **Refund Date**:

