

## INTERNATIONAL STUDENTS REFUND FORM

### Instructions:

*This form is to be completed by the student.*

Please read the Kenvale College International Students Refund Information to determine your eligibility for a refund before filling in this form.

Ensure that all sections of this form are complete and that you provide the supporting documents.

1. Payment of refunds will be made within four weeks of receiving the *12-03-003 International Students Refund form*.
2. Payment will be made to an account in the student's country of permanent residence, except where the student has a valid visa beyond the conclusion of their program.
3. Refund payments will be made in Australian Dollars (AUD).
4. Payment will be made by electronic funds transfer (EFT) to a recipient within Australia and by telegraphic transfer (TT) to a recipient overseas.

Refunds will be made payable in the name of the student unless:

- a. The student is transferring to another institution in Australia, and has nominated this institution as the payee on the refund request form,
- b. The student has nominated another recipient and provided full details in this form,
- c. If the payment was made by another person (other than the student), the amount will be refunded to the person who originally made the payment. For example: if the parents paid the amount, then the refund will be transferred to their bank account.

### A. PERSONAL DETAILS

Student ID:	Title:
Surname:	Given Name:
Email:	Phone:
Address:	

### B. COURSE DETAILS

Course Code:	Course Name:
Intake:	Amount Paid to KC:

### C. BANK ACCOUNT DETAILS

Account Holder's Name:
Account Holder's Address:
Bank Name:
Branch Address:
BSB (Australian Banks):
Account Number:
SWIFT CODE/ IBAN Code:

### D. REASON FOR REFUND

Please indicate why you are requesting the refund:

- Health Reasons (Please provide evidence)
- Financial difficulties
- Personal/ family issues (please provide evidence)
- Application for student visa has been refused
- Have not met conditional requirements

Transferring to another institution: (please indicate why)

- Competitive price
- More convenient location
- Not enough Credit Exemptions granted

### E. DECLARATION AND SIGNATURE

I declare that I have read and understood the instructions on this form and the International Students Refund Information. I hereby request a refund of student fees paid.	
Signature:	Date: