

STUDENT REFUND FORM

Instructions:

This form represents a request for a refund and is subject to review by the relevant department of Kenvale College based on eligibility and circumstances.

This form is to be completed by the student.

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 this form (Domestic and International Student Vocational courses) or within two weeks for students undertaking short courses.
2. This signed document gives Kenvale College the authority to make the payment of the refund into the account nominated in this form or, for International students, payments 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 or 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,

Please select whichever is applicable. I am :

International Student , applying for a refund for a : Vocational Course ; or Short Course

Domestic Student , applying for a refund for a : Vocational Course ; or Short Course

A. PERSONAL DETAILS

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

B. VOCATIONAL COURSE DETAILS

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

C. SHORT COURSE DETAILS

Short Course Title:	
Intake:	Amount Paid to KC:

D. BANK ACCOUNT DETAILS (Payment of Refund will be made into this account)

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

E. REASON FOR REFUND

Please indicate why you are requesting the refund:

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

If transferring to another institution: (please indicate why)

- Competitive price
- More convenient location
- Not enough Credit Exemptions granted
- Other (please specify): _____

F. DECLARATION AND SIGNATURE

I declare that I have read and understood the instructions on this form. I declare I have read and understood the relevant Refund Policy available on the Kenvale College website (www.kenvale.edu.au).

I hereby request a refund of student fees paid.

Signature:	Date:
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Office use only:

G. APPROVAL

This request has been:

- Approved
- Not Approved

Reason (if not approved):

Signature:	Processed by Finance:
_____ Name & Title Compliance Officer Date:	_____ Name & Title Date: