Refund Application

Use this form if you wish to receive a refund for a fees paid.

Please fill in all the tables below except the last one titled "For office use".

Student details

First name	
Surname	
Email	
USI	
Telephone	
Mobile	
Address in Australia	
Overseas address	
Postal address	
Agent details (if applicable)	
DOB	
Gender	
Nationality	
Visa end date	
Bank	
BSB	
Account name	
Account number	
Swift code	
Bank address	
Additional information	

Current enrolment

Course name and code	
Course start date	
Course end date	
Next course with MI (if applicable)	
Next course start date	
Next course end date	

Refund requested

Course name	
Course code	
Fee owing	
Fee paid on future courses	
Reason for refund	*Please explain in detail why you are applying for refund. For example:* • *Visa refused* • *Enrolment cancelled prior to course commencement* • *Failed to commence* • *Course cancelled by Mindroom* • *Transfer between provider's request* • *Other* • *Has this course had a change of duration, or start date? Please explain if yes.*

Student declaration:

☐ I hereby apply for a refund of fees paid and acknowledge that this refund application will be processed in accordance with Mindroom Innovation's Refund Policy, which I have read and understood.

Date: _____

Signature: _____

Office use only	
Application received by	
Application reviewed by	
Outcome	*Include refund amount if positive outcome.*
Reason (if declined)	
Actioned in (i.e. PRISMS, aXcelerate)	
Student advised	
Agent advised	
Trainer advised	
Approver signature	
Approval date	