



For information on the payment of fees and refunds, refer to Kingsford International Institute's Refund Policy and procedure in the International Student Handbook.

Refund is subject to the return of any Kingsford International Institute's property or material you may have in your possession. Kingsford International Institute will respond to the refund request within 10 days in writing. Once the request has been approved, the refund will be processed within four weeks after receipt of the written claim.

Refunds can take up to 28 days to process.

Personal Details

Given Name: _____

Surname: _____

Student Number: _____

Date of Birth: _____ / _____ / _____

Passport Number: _____

Current Australian Address: _____

Suburb or Town: _____

State: _____

Postcode: _____

Telephone Number: _____

Mobile: _____

Overseas Address: _____

Suburb or Town: _____

State: _____

Postcode: _____

Telephone Number: _____

Mobile: _____

Email Address: _____

METHOD OF REFUND – Please choose one of the following options

Option 1: Cheque (AUD) to be collected from Kingsford International Institute (unless otherwise specified).

Payable to:

Option 2: Australian Bank Transfer

Name of the Bank: _____

Account Name: _____

Account Code/Branch Code: _____

Option 3: International Bank Transfer

Name of the Bank: _____

Number and Street: _____

City: _____

Country: _____

Account Name: _____

Account Code/Branch Code: _____

Swift Code: _____

I (i) Bands: (compulsory for any English or European refunds): _____

REASONS FOR REFUND (Please tick one of the boxes below)

Read this section carefully and tick the appropriate reason(s). Please ensure that all required documentation is attached to this form when it is lodged at Kingsford International Institute. Failure to submit all required documents will delay authorisation and processing of the refund.

Reason	Required Documents
<input type="checkbox"/> Withdrawal from course Kingsford International Institute	<input type="checkbox"/> Copy of Withdrawal form approved by
<input type="checkbox"/> Leave of absence	<input type="checkbox"/> Copy of leave of absence form approved by Education Hub
<input type="checkbox"/> Student didn't meet the condition of offer	<input type="checkbox"/> Proof of inability to meet conditions (Administrative fee applies if proof is not submitted)
<input type="checkbox"/> Student visa rejected/cancelled	<input type="checkbox"/> Copy of letter(s) from the Australian Embassy/High Commission/DIBP verifying the cancellation or rejection of visa
<input type="checkbox"/> Change of visa status: Permanent residency	<input type="checkbox"/> Copy of Passport and <input type="checkbox"/> Copy of permanent residency visa
<input type="checkbox"/> Student has overpaid	

Student Signature: _____

Date: _____

For Office Use Only

RECEIVED BY STUDENT ADMINISTRATION

Signature: _____ Date: _____

Finance Officer		
Amount Paid:	AUD:	Receipt Number:
Amount Requested	AUD:	Date:
Non-Refundable enrolment fee: AUD \$250	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Admin Fee	<input type="checkbox"/> Yes <input type="checkbox"/> No	
W/D Form Course		
Course Code		
Finance Officer Signature:		

Please attach proof of payment. Please note that payment will not be processed without proof of payment.