



*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 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:

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Number and Street:

City:

Country:

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Account Name:

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Account Code/Branch Code:

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Swift Code:

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### 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 with Kingsford International Institute | <input type="checkbox"/> Copy of Withdrawal form approved by KII   |
| <input type="checkbox"/> Leave of absence  | <input type="checkbox"/> Copy of leave of absence form approved by KII   |
| <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/DHA verifying the cancellation or rejection of visa |
| <input type="checkbox"/> Change of visa status: Permanent residency                    | <input type="checkbox"/> Copy of Passport and<br><input type="checkbox"/> Copy of permanent residency visa                                 |
| <input type="checkbox"/> Student has overpaid  | <input type="checkbox"/> Copy of payment receipt   |

Student Signature:

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Date:

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**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<br>Amount: AUD \$_____ | <input type="checkbox"/> No |       |
| Course Withdrawal Form                  |   |                             |       |
| Course Code                             |   |                             |       |
| Finance Officer Signature:              |   |                             |       |

Note:

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