

REFUND APPLICATION FORM

Student Refund Request	
Name:	
Student number:	
Course:	
Reasons for request:	
Refund Bank Account Details: Please note refunds will only be paid via electronic transfer. Please nominate an authorised account for deposits:	
Account holder Name:	
BSB:	Account No:
Bank name:	SWIFT Code:
I authorise refunded amounts to be deposited into the above nominated account.	
Sign:	Date:
<ul style="list-style-type: none"> Approved refunds will be processed for students within four (4) weeks of the Request for Student Refund form being received. Refunds can be processed directly into a nominated bank account through Electronic Funds Transfer (EFT). Refunds cannot be made in cash. Students are advised to check the Fees and Refund Policy and Procedures in completing this form. This policy is accessible in College's website or, from College's Reception. Students not satisfied with refund outcomes may appeal the decision through the College's Appeal and Grievances Policy and Procedures. <p>Please submit the completed form in hard copy to the College Reception (ATT: Student Services Officer), or by email to info@sydneymet.edu.au</p>	

Office Use Only		
Date of receipt		
Name of Staff		
Decision:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved
Reason for decision:		
Sign:		Date: