



# HARWARD INTERNATIONAL COLLEGE

CRICOS: 03234B | RTO: 22332  
Level 9, 14 Queens Rd, St. Kilda Melbourne, Victoria 3004  
Phone: (03) 9866 7756 | Fax: (03) 8669 4055  
Email: [info@harward.vic.edu.au](mailto:info@harward.vic.edu.au) | Web: [www.harward.vic.edu.au](http://www.harward.vic.edu.au)

## REFUND APPLICATION FORM

### Part A: Personal Details Student ID

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender:  Male  Female

Group No.: \_\_\_\_\_

#### Contact Details

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

#### Course Details

Course Name: \_\_\_\_\_

Commencement Date: \_\_\_\_\_

### Part B: Reasons for your application (Student to complete)

#### Please tick one

- Initial Visa Refusal (**Full Refund minus the enrollment fee**)
- The College is unable to provide the program (**Full Refund**)
- Transfer to another provider (**Contact college**)
- Withdrawal more than 10 weeks prior to course or semester Commencement (**70% Refund minus the enrollment fee**)
- Withdrawal more than 4 weeks prior to course or semester Commencement (**40% Refund minus the enrollment fee**)
- Withdrawals after the course or semester commences (**No Refund on Current Semester Fee**)
- Other (Please specify)

Please state why you wish to apply for a refund. Don't forget to provide evidence to back your claim

### Part C: Student Declaration (Student to complete)

- I am aware of the academic and financial consequences of the above request and have sought appropriate advice on these matters.
- I understand that withdrawn units will appear on my academic record.
- I understand and agree to be bound by the college's policies and deadlines for the processing of refunds.
- I declare that the information I have given on this application is correct and understand that by knowingly making false or misleading statements that I may be liable for prosecution.
- I also authorize the College to gather and obtain any necessary information pertaining to this application.

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Part D: Payment Record (Student to complete)

Paid Amount: \$ \_\_\_\_\_ | Payment Date: \_\_\_/\_\_\_/\_\_\_

Paid Amount: \$ \_\_\_\_\_ | Payment Date: \_\_\_/\_\_\_/\_\_\_

Paid By:  Cash  EFT  Credit Card  TT

**Attach evidence of Payment to support your application**

### Part E: Refund Payment Instruction (Student to complete)

**Please Note: Payment made via Credit Card initially, refund will be credited back onto the same Credit Card ONLY (Refund cannot be processed if you do not fill up this section correctly)**

**Electronic Payment to Australian Local Bank**

Bank name and address: \_\_\_\_\_

BSB: \_\_\_\_\_ Account No.: \_\_\_\_\_

Account Name: \_\_\_\_\_

Swift Code: \_\_\_\_\_

**Telegraphic Transfer (TT) to Overseas Bank**

#### Beneficiary Details:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Country of Birth: \_\_\_\_\_

#### Bank Details

Bank Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

SWIFT Code: \_\_\_\_\_ Branch Code\*: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Country: \_\_\_\_\_

\* Branch code is compulsory for all banks in Pakistan



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# REFUND APPLICATION FORM

## OFFICE USE ONLY

### Section F: Refund Application Decision Record

Name of Receiver: \_\_\_\_\_

Date Received: \_\_\_\_\_

#### Decision:

- Approved Full Refund – 100% of Tuition Fee, and other Student Fees except Enrolment Fee
- Approved Partial Refund - \_\_\_\_% of Tuition Fee, and other Student Fees except Enrolment Fee
- Declined – No Refund

Reason: \_\_\_\_\_

### Section G: Refund Calculation Table

Fee Type	Amount Received	Date Received	Approved Refund %	Refund Amount
Enrolment Fee	\$	/ /	<b>Non-Refundable</b>	\$ 00.00
Tuition Fee	\$	/ /		\$
Material Fee	\$	/ /		\$
OSHC	\$	/ /		\$
<b>Total Amount Received</b>	\$		<b>Total Refund Amount Payable: Student</b>	\$

Signature: \_\_\_\_\_

Date Processed: \_\_\_\_\_