



HARWARD INTERNATIONAL COLLEGE

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REFUND APPLICATION FORM

Part A: Personal Details	Student ID	
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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- I understand that withdrawn units will appear on my academic record.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: _____

Swift Code: _____ BSB: _____ Account No.: _____

Account Name: _____

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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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	\$	/ /	Non-Refundable	\$ 00.00
Tuition Fee	\$	/ /		\$
Material Fee	\$	/ /		\$
OSHC	\$	/ /		\$
Total Amount Received	\$		Total Refund Amount Payable: Student	\$

Signature: _____

Date Processed: _____

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