

## REFUND APPLICATION

This form is for international students only.  
Approved refunds will be paid to student within **4 weeks**  
of receiving this completed application form  
Please review the Student Acceptance Agreement –  
Refund Policy section before completing this form.

### OFFICE USE ONLY

Received by: \_\_\_\_\_

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### STUDENT DETAILS

|                       |                                  |                                  |                                                |
|-----------------------|----------------------------------|----------------------------------|------------------------------------------------|
| Family Name:          | Click or tap here to enter text. |                                  | Given Name/s: Click or tap here to enter text. |
| Student ID:           | Click or tap here to enter text. |                                  | Date of Birth:     /     /<br>(DD/MM/YYYY)     |
| Course Title          | Click or tap here to enter text. |                                  | Course Code: Click or tap here to enter text.  |
| Address in Australia: | City/Suburb                      | Click or tap here to enter text. |                                                |
|                       | Post Code                        | Click or tap here to enter text. |                                                |
| Home Telephone:       | Click or tap here to enter text. | Mobile Number                    | Click or tap here to enter text.               |
| Date of Application:  | Click or tap here to enter text. | Email                            | Click or tap here to enter text.               |

**Reason for Refund (tick all that apply): Please provide supporting evidence to claim for refund and attach to this application.**

- ☐ Student visa refused by Department of Home Affairs (attach visa refusal letter)
- ☐ JTI is unable to deliver the course as scheduled
- ☐ Student withdraws before course commencement
- ☐ Student withdraws after course commencement
- ☐ Compassionate or compelling circumstances (attach evidence)
- ☐ Other (please specify): Click or tap here to enter text.

### Payment Information:

**Total Fee Paid:** Click or tap here to enter text.

**Tuition fees:** Click or tap here to enter text..

**Material fees:** Click or tap here to enter text.

**Other fees (If Applicable):** Click or tap here to enter text.

**Payment Date:** Click or tap here to enter text.

**Transaction/Payment Receipt Number:** Click or tap here to enter text.

**Amount refund requested:** AUS\$ Click or tap here to enter text.

**Detailed calculation for refund (Completed by JTI Finance Department):**

Click or tap here to enter text.

**REFUND METHOD: DIRECT DEPOSIT INTO BANK ACCOUNT**

|                             |                                                                                                                                                                |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BSB No:</b>              | Click or tap here to enter text.                                                                                                                               |
| <b>Account No:</b>          | Click or tap here to enter text.                                                                                                                               |
| <b>Account name:</b>        | Click or tap here to enter text.                                                                                                                               |
| <b>Recipient's Address:</b> | Click or tap here to enter text.                                                                                                                               |
| <b>Bank name:</b>           | Click or tap here to enter text.                                                                                                                               |
| <b>Branch address:</b>      | <p>Street<br/>Click or tap here to enter text.</p> <p>Suburb/City<br/>Click or tap here to enter text.</p> <p>Country<br/>Click or tap here to enter text.</p> |
| <b>SWIFT Code:</b>          | Click or tap here to enter text.                                                                                                                               |
| <b>IFSC Code:</b>           | Click or tap here to enter text.                                                                                                                               |
| <b>IBAN Code:</b>           | Click or tap here to enter text.                                                                                                                               |

**Student declaration:**

- I declare that the information provided in this form is **true, complete, and accurate**.
- I confirm that the bank account details provided are capable of **receiving payments in the chosen foreign currency**.
- I acknowledge and agree to the **conditions of the refund** and confirm that I am the **eligible recipient** of the refund.
- I understand that if a **transaction fails due to incorrect or incomplete banking information**, any additional fees incurred may be **deducted from the refund amount**.
- I acknowledge that the **enrolment fee** are **non-refundable** and will be deducted from the refund amount.
- I understand that this declaration is made in accordance with **ASQA's Standards for RTOs 2015 & 2025**, the **National Code 2018**, and the **ESOS Act 2000** applicable to CRICOS students.

**Student's Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

| OFFICE USE ONLY                              |                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Supporting evidence supplied:</b>         | <input type="checkbox"/> YES <input type="checkbox"/> NO      AMOUNT REQUESTED: AUS\$ <a href="#">Click or tap here to enter text.</a><br><br><i>(finance department must validate student records and amount of refund requested)</i>                                                                           |
| <b>Has the refund request been approved?</b> | <input type="checkbox"/> YES. If Yes,<br><br>What is the refund approved amount: AUS\$ <a href="#">Click or tap here to enter text.</a><br><br><input type="checkbox"/> NO. If No,<br>provide details below as to reason and attach supporting documentation<br><a href="#">Click or tap here to enter text.</a> |
| <b>Accounts Manager Signature:</b>           | <a href="#">Click or tap here to enter text.</a>                                                                                                                                                                                                                                                                 |
| <b>General Manager Signature:</b>            | <a href="#">Click or tap here to enter text.</a>                                                                                                                                                                                                                                                                 |
| <b>Comments, If Any:</b>                     | <a href="#">Click or tap here to enter text.</a>                                                                                                                                                                                                                                                                 |

**\*\*Note: Ensure the student is contacted with a response to this application within seven (7) calendar days of receipt, in accordance with ASQA Standards for RTOs 2015 (Clause 6.1 & 8.2), which require timely, fair, and transparent handling of student requests and complaints and ESOS Act 2000 / National Code 2018, Standard 6, which obliges providers to inform students promptly of any decisions affecting their enrolment or financial arrangements.**