

Application for Student Fees Refund Form

INFORMATION

- All applications for refunds must be made in writing by way of the Application for Student Fees Refund Form and submitted to the Sherwood's Administration Office by registered mail, courier or personal delivery as soon as practicable.
- Please complete this form using blue or black ink.
- For information on the payment of fees and refunds, refer to Sherwood Institute of Australia's Refund Policy.
- Refunds will be made in Australian dollars by bank cheque or electronic bank transfer.

FAMILY NAME:					
GIVEN NAME/S:					
DATE OF BIRTH:					
MOBILE NUMBER:					
COURSE:					
USI (UNIQUE STUDENT IDENTIFIER):					
COURSE YOU WERE ENROLLED:					
STUDENT RESIDENTIAL ADDRESS:					
SUBURB		STATE		POST CODE	

METHOD OF REFUND – Please choose one of the following options.

Option One:	<input type="checkbox"/> Company Cheque AUD to be picked from Sherwood Institute of Australia (unless otherwise specified). Payable to: _____
Option Two:	<input type="checkbox"/> Student's Bank Account. This will be deposited in the following Bank a/c details. Name of Bank: _____ Branch Address: _____ Account Name: _____ BSB: _____ & Account No: _____

REASON FOR REFUND

- 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 Sherwood Institute of Australia.
- Failure to submit all required documents will delay authorisation and processing of your refund.

REASON

- Leave of absence
- Did not meet entry condition(s) of offer or program
- Student overpaid
- Sherwood Institute of Australia cancels program or program ceases to be provided
- Other (specify) _____

DECLARATION: *I hereby apply for a refund of fees paid and acknowledge that this refund application will be processed in accordance with Sherwood Institute of Australia's Refund Policy, which I have read and understood.*

Student's Signature:		Date:	
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FOR OFFICE USE ONLY

Received by:		Date received:	
Refund authorized by:		Date of refund payment:	
Total amount:	A\$	Deductions:	A\$
Amount of refund			

In Case Of Disapproval:

Authorized by:	
Comments	
Date:	