

## Refund Request Form

### INFORMATION

- All applications for refunds must be made in writing by way of this form.
- Fill out and submit the Refund Request Form by means of:  
 Emailing a signed form to **info@sherwood.edu.au**  
 Or  
 Posting directly it to our Campus Address.
- Please complete this form with sign and date.
- For information on the payment of fees and refunds, refer to Fees and Refund policy and procedure given in Student Handbook.
- Refunds will be made in Australian dollars by bank cheque or electronic bank transfer.

<b>FAMILY NAME:</b>				
<b>GIVEN NAME/S:</b>				
<b>DATE OF BIRTH:</b>				
<b>MOBILE NUMBER:</b>				
<b>COURSE:</b>				
<b>COURSE YOU WERE ENROLLED:</b>				
<b>STUDENT RESIDENTIAL ADDRESS:</b>				
<b>SUBURB</b>		<b>STATE</b>		<b>POST CODE</b>

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

Option One:	<input type="checkbox"/> Cheque AUD to be picked from the campus of Sherwood Institute of Australia (SIA) (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.
- 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
- SIA 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 Fees and Refund Policy, which I have read and understood.*

<b>Student's Signature:</b>		<b>Date:</b>	
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**FOR OFFICE USE ONLY**

<b>Received by:</b>		<b>Date received:</b>	
<b>Refund authorized by:</b>		<b>Date of refund payment:</b>	
<b>Total amount:</b>	AUD	<b>Deductions:</b>	AUD
<b>Amount of refund</b>			

**In Case Of Disapproval:**

<b>Authorized by:</b>	
<b>Comments</b>	
<b>Date:</b>	