

International Student Refund Request Form

Instructions:

1. This form is for any international student studying at Tec-NQ who wishes to apply for a refund of course fees.
2. Please attach any supporting documents to this form (e.g. VISA refusal notice, medical certificate, letter of offer from another provider.)
3. Any refund request will be made in accordance with the terms of your signed Acceptance of Enrolment/Written Agreement and Tec-NQ's refund policy.
4. This form should be completed in full and returned with supporting documentation to the International Student Enrolment Officer. Incomplete forms will not be accepted.

STUDENT DETAILS										
Student ID:	T	E	C	N	Q					
First Name:			Middle Name:				Surname:			
Course:					Course Start Date:					
Phone:					Email:					
REFUND REQUEST TYPE										
Form of request (please tick ✓ appropriate request):										
VISA refusal	<input type="checkbox"/>	VISA Renewal Refusal	<input type="checkbox"/>	VISA Breach of Condition	<input type="checkbox"/>					
Withdrawal from Course	<input type="checkbox"/>	Transfer to another Provider	<input type="checkbox"/>	Cancellation by Tec-NQ	<input type="checkbox"/>					
SECTION 1										
I request a refund for the following:										
Invoice Number:										
Amount:										
Reason: (please attach any supporting documentation)										
SECTION 2 BANK ACCOUNT FOR REFUND PAYMENT (IF APPROVED)										
Account Name:			Bank Name:							
Account Number:			SWIFT Code:							
BSB Number:			Country of Bank							
Bank Address:										
SECTION 3										
Acknowledgement:										
I understand that my request for a refund will be processed in accordance with Tec-NQ Refund Policy and my signed Acceptance of Enrolment/Written Agreement.										
I also understand that I shall have 20 days to access the Complaints and Appeals process, should I not agree with the outcome or decision.										
Student Signature:			Date:							

Office Use Only

Date processed / filed:

Signature:

File Name: International Student Refund Request Form

© Tec-NQ

Version1

Page 1 of 2

This document must be checked against the Document Management System for currency.

International Student Refund Request Form

OFFICE USE ONLY			
AUTHORISATION FOR PROCESSING			
Action to be taken:	APPROVED	DENIED	ADJUSTED AMOUNT
Comments:			
Signed:		Position:	
Print Name:		Date Processed:	
Amount to be refunded:			
RECORDING OF REFUND IN ACCOUNTS SYSTEM			
Logged in Accounts:	Yes	No	Date:
Logged By:			
REFUND PROCESSED			
Formal Letter Sent:	Yes	No	Date:
Sent By:			
APPEAL OF DECISION			
APPEAL LODGED:	Yes	No	Date:
APPEAL PROCESSED BY:			
OUTCOME OF APPEAL/COMMENTS:			

Office Use Only

Date processed / filed:

Signature:

File Name: International Student Refund Request Form

© Tec-NQ

Version1

Page 2 of 2

This document must be checked against the Document Management System for currency.