Australian Institute of Engineering

ABN: 13 612 727 143
Registered Training Organisation ID 45356 | CRICOS Provider Code 03685G
60 Belfast Street, Broadmeadows, VIC 3047, Australia
www.auie.edu.au | Tel: +61 3 9302 1296

Australian Institute of Engineering
Engineers bring dreams to reality

Refund Application Form

Date: _____

Course: _____

Student Name: _____

Student ID: _____

Address: _____

_____

Course Start Date: _____

I wish to apply for a refund for the tuition fees paid for the course described above and my reasons for applying for a refund are:

Please Tick Box	Refund Reason	Type of Refund
☐	Visa refused prior to course commencement	Full refund
☐	Withdrawal prior to agreed start date	Full refund of pre-paid tuition fees
☐	Withdrawal after course commencement	No Refund of pre-paid fees
☐	Withdrawal after course commencement (with confirmed extenuating circumstances)	Refund of unused tuition fees
☐	Extra fees paid	Full Refund

Student's Bank Account Details:

Bank Name: _____

Account Name: _____

BSB: _____

Account Number: _____

SWIFT Code (Required Only For Overseas Account): _____

Please note:
- *Where the student breaches Australian Institute of Engineering's Policies and Procedures no refund is payable.*

Applicant Signature: _____ *Date:* _____

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Administration Use Only

		Yes	No
1.	*Refund Application processed?*	☐	☐
2.	*Refund Granted?*	☐	☐
3.	*Refund Paid and enrolment cancelled*	☐	☐
4.	*Default notification provided to TPS as required*	☐	☐
5.	*Outcome of refund process reported to TPS*	☐	☐

Refund Amount: _____

Comments:_____
_____
_____

Signature & Date: _____   _____