



STUDENT REFUND REQUEST FORM

This form must be used to apply for a refund of your tuition fees. It can be lodged in person at the College or posted to: Sunshine College of Management Pty. Ltd, 18 Withers Street, Sunshine, VIC 3020, Australia.

Processing time for a refund is 10 working days from the date of receipt.

Please note:

- *Fee refunds are provided in accordance with Sunshine College of Management Pty. Ltd's Student Refund Policy & Procedure.*
- *You should read the policy carefully to establish your eligibility for a fee refund.*
- *If your application is approved, a cheque (or bank draft for international students) for the refund will be issued to the name of the person or business nominated in the refund payment details section of this form.*
- *Before your application for a fee refund is considered, you must complete all the sections below and attach required documents relevant to your application.*

Personal details:

Family Name:	Gender: Male <input type="checkbox"/>	Female: <input type="checkbox"/>
Given Name:	Date of Birth: / /	
Address:		Postcode:
Student ID:	Group:	Mobile:
Email:		

Course:

Note: If you change your address during the period, please contact us to ensure your address details are updated for future correspondence.



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Reason for Refund

- × Withdrawal from the Course
- × Refusal to grant a Student Visa
- × Cancellation of Enrolment
- × Student Overpaid
- × Sunshine College of Management Pty. Ltd cancels program or is unable to provide the program (Provider Default)

× Others (Please Specify)

Refund Student	Refund Agent	Agent Name:

Please complete:

- Table A If you wish to be paid through a bank cheque/draft
- Table B If you wish to be paid to an Australian bank account
- Table C If you wish to be paid to an Overseas bank account

Table A	
Payment details for bank cheque/bank draft	
Mr/Mrs/Ms:	Telephone:
Address	Mobile:
Country:	Postcode:
Fax:	
Email:	
Table B	
Australian Bank Account	
Bank Name:	
Account Name:	
BSB:	



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Account Number:	
Table C	
Overseas Bank Account	
Full Name:	
Address:	
Account Number:	
Full Bank Name:	
Bank Address:	
SWIFT/BIC (Bank Identifier Code):	
IBAN (If Applicable):	