

## withdrawal and refund form

### student details:

Surname: \_\_\_\_\_ Title: Mr  Mrs  Miss  Ms   
 First Name: \_\_\_\_\_ Middle name \_\_\_\_\_  
 Phone: H \_\_\_\_\_ M: \_\_\_\_\_  
 USI Number \_\_\_\_\_ Email: \_\_\_\_\_

### Withdrawal from Course:

Course Code	Course Title

Start Date of course/s: \_\_\_\_\_

Date of withdrawal from course \_\_\_\_\_

Fees charged \_\_\_\_\_ Amount paid to date \_\_\_\_\_

Refund Amount Requested \_\_\_\_\_

### Reason for Requesting Refund (tick as appropriate):

- Course was cancelled
- Change of timetable
- Other (specify) \_\_\_\_\_

Method of payment (please circle): **Cash** † † **Credit** † **Card** **Bank Transfer**

Credit Card Number (if applicable): \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

Full Name on Card: \_\_\_\_\_ Card expiry: \_\_\_\_\_

Received in Cash (to be signed by Student) \_\_\_\_\_

Bank Account Name: \_\_\_\_\_

Bank BSB: \_\_\_\_\_ Bank Account number: \_\_\_\_\_

Signature \_\_\_\_\_ Date : \_\_\_\_\_

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