



APPLICATION FOR WITHDRAWAL AND REFUND
(Processed within 14 working days after the student has provided the necessary documents.)

Student Personal Details		
Family name:		Given Names:
Student Id:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth: (dd/mm/yy): ___/___/____
Postal Address:		
City:	Country:	Postcode:
Home phone: ()		Mobile No:
Email Address:		

Course Details	
Tick the course/s you are applying to withdraw from and requesting a refund for:	
BSB50215 Diploma Of Business (CRICOS Code 087248A) - 52 weeks	<input type="checkbox"/>
BSB60215 Advanced Diploma of Business (CRICOS Code: 087514A) – 52 weeks	<input type="checkbox"/>
BSB51915 Diploma of Leadership and Management (CRICOS Code: 091426J) – 52 weeks	<input type="checkbox"/>
BSB61015 Advanced Diploma of Leadership and Management (CRICOS Code: 091427G) – 52 weeks	<input type="checkbox"/>
SIT40413 Certificate IV in Commercial Cookery (CRICOS Code: 088265C) – 60 weeks	<input type="checkbox"/>
SIT50313 Diploma of Hospitality (CRICOS Code: 088266B) – 52 weeks	<input type="checkbox"/>
SIT50416 Diploma of Hospitality Management (CRICOS Code: 091062K) – 52 weeks	<input type="checkbox"/>

Reason for Withdrawal and Application for Refund

- Family Problems Transferring to another RTO (college)
 Canceling Enrolment Other

Please elaborate on your circumstances.

If you are leaving, when do you intend to leave Australia? _____

[If refund approved please fill in the following details]

Bank details to which refund is to be processed:

Account holder Name: _____ Bank Name: _____
 BSB Number: _____ Account Number: _____
 SWIFT CODE (if applicable): _____ Bank Branch Code: _____
 Amount Paid: \$ _____ AUD Date paid: _____
 Branch Address: _____

Student Signature: _____ Date: _____

American College - Office Use Only

Evidence Given: Yes No

Type of documents: _____

Refund approved Refund not approved No refund necessary

Method: _____

Date refunded: _____

Amount refunded: _____

Comments:

CEO Signature: _____ Date: _____

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