



<b>Refund Request Form</b>			<b>Refund No:</b>	
<b>Section 1 – Student Details</b>				
<b>Name:</b>		<b>Date:</b>	/	/
<b>Student No:</b>		<b>Mobile:</b>		
<b>Email:</b>		<b>Address:</b>		
<b>Course Name:</b>		<b>Start Date:</b>	/	/
<b>Section 2 – Refund Details</b>				
<b>I request refund for the following:</b>				
<b>Amount:</b>	<b>AUD \$</b>			
<b>Reason for refund: (Please attach any supporting documentation)</b>				
<input type="checkbox"/> VR - Initial Visa Refusal (Full Refund minus the application fee) <input type="checkbox"/> W10 - Withdrawal more than 10 weeks prior to course or semester commencement (70% Refund minus the application fee) <input type="checkbox"/> W4 - Withdrawal 5 or more weeks prior to course or semester commencement (50% Refund minus the application fee) <input type="checkbox"/> W0 - Withdrawal less than 5 weeks prior to course or semester commencement (No Refund) <input type="checkbox"/> WA - Withdrawals after the course or semester commences (No Refund on Current Semester Fee) <input type="checkbox"/> CAN - Course cancelled or rescheduled by OPIE (Full Refund) <input type="checkbox"/> CD- Course discontinued and not delivered in full by OPIE (Refund of the unused tuition fee) <input type="checkbox"/> VER-Visa Extension Refused (No Refund) <input type="checkbox"/> Other reason with evidence				
<b>Please state why you wish to apply for a refund. Don't forget to provide evidence to back your claim:</b>				
<b>Acknowledgement:</b> I understand that my request for a refund will be processed in accordance with the OPIE Refund Policy.				
<b>Bank Details of Student (Please enter your bank account details in which you would like to receive your refund)</b>				
<b>Swift Code:</b>				
<b>Account Number</b>		<b>BSB:</b>		
<b>Account Name:</b>				
<b>Signature</b>		<b>Date:</b>	/	/



<b>IF APPLICANTS IS UNDER 18 YEARS OF AGE</b>	
<b>Contact Details of Parent/ Legal Guardian</b>	
<b>Relationship to the Applicant</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Signature of Parent/ Legal guardian</b>	
<b>Print Name &amp; Date</b>	
<b>Office Use (Staff Only)</b>	
<b>Section 3 – Authorization</b>	
<b>Please tick the type of Refund:</b>	
<input type="checkbox"/> Withdrawal	<input type="checkbox"/> Cancellation
<input type="checkbox"/> Transfer	<input type="checkbox"/> Other (please specify)
<b>This Refund is:</b>	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
<input type="checkbox"/> ADJUSTED TO <b>AUD \$</b>	
<b>Comments:</b>	
<b>Total Amount of Refund</b>	
<b>AUD\$</b>	

<b>Refund Method is:</b>			
<input type="checkbox"/> EFT / CC	<input type="checkbox"/> Cheque	<input type="checkbox"/> Credit to Student's Ongoing Account	
<b>Refund payable to</b>	<input type="checkbox"/> Student	<input type="checkbox"/> Agent	
<b>Signed:</b>		<b>Position:</b>	
<b>Print Name:</b>		<b>Date Processed:</b>	
<b>Admin Use Only</b>			
<b>Recorded in student file</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date:</b> / /
<b>Recorded by:</b>		<b>Signature:</b>	
<b>Admin Signature</b>		<b>Date:</b>	