



in association with



REQUEST FOR REFUND

If you are either withdrawing from a program or withdrawing from a course do not complete this form. You must complete a Program Withdrawal Form or if you wish to change schools a Transfer of Provider Form.

QIBT Student ID Number: _____

Family Name: _____

Given Names: _____

Are you an International Student? Yes No

Postal Address: _____

_____ Postcode: _____

Reason for Refund: _____

TICK ONE AND COMPLETE THE APPROPRIATE DETAILS

Please transfer funds to Griffith University

My Griffith University Student ID is _____

Please transfer funds to the following bank account

Account Holders Name: _____

Bank Name: _____

Account Number: _____ BSB Number: _____
(Australian Accounts Only)

*International Payments **Must** complete the following details in full to avoid delays or additional bank charges.*

Swift Code: _____ Bank Address: _____

Amount: \$ _____

Student's Signature: _____ Date: _____

OFFICE USE ONLY

Refund :

Approved

Declined

By: Finance Officer / Business Manager Date:

Opening Account Balance: \$ _____

Tuition Fees Credit Notes Amount: \$ _____

Other Charges Credit Note Amounts: \$ _____

Cancellation Fees to be Invoiced \$ _____

Other Fees to be Invoiced \$ _____

Remaining Balance to be Refunded \$ _____

Amount of Refund \$ _____

Batch Number: _____

Payment Reference _____

Payment Date _____

Notes _____

- If refund approved and payment made this form is filed with banking and bank remittance advice filed on students file.
- If refund not approved student must be notified and Refund Request must be filed on Student File together with copy of correspondence.

Courses and Others Credited in **Caz**:

Payment Processed in **Caz** from A10102040:

If Electronic Payment, **Corporate Online** payment from 036000 847636:

Paperwork given to Murray to authorise payment via **Corporate Online**.

Photocopy of Payment remittance from **Corporate Online** filed on student file

If refund request denied has correspondence been sent to student

Student / Agent Emailed.