

## REFUND APPLICATION FORM

### STUDENT DETAILS

Full name

Student ID

Date of withdrawal

Workplace (if trainee or apprentice)

Course

I have commenced my course at **Eton College** Yes No: date of scheduled commencement as listed on Confirmation of Enrolment

### STUDENT'S CIRCUMSTANCES AND REASON FOR REFUND

Please select below:

I was refused a student visa (please attach evidence)

I currently owe fees and want them reconsidered

Course was cancelled by Eton College

Other (including Compassionate and Compelling Circumstances, if appropriate – please attach description and evidence)

I would like my refund paid to: Me Agent: please provide the following information about your nominate recipient.

Full name

Mobile

Email

Unit number

Street number

Street name

City/Town/Suburb

State/Province

Country

Postcode

### PLEASE PROVIDE THE BANK ACCOUNT DETAILS FOR DEPOSIT OF YOUR REFUND, IF APPROVED

Account name

Name of bank

Branch

BSB

Account number

**Reasons**

- Please provide detailed reasons for your application.
- Should you require more space, please attach a separate sheet.

**Declaration / Consent**

- I have read the refund policy and understand the terms and conditions.
- I am aware of the academic and financial consequences of the above request and have sought appropriate advice on these matters.
- I understand and agree to be bound by the college policies and deadlines for the processing of refunds.
- I declare that the information I have given on this application is correct and understand that by knowingly making false or misleading statements that I may be liable for prosecution.
- I also authorise the Eton College to gather and obtain any necessary information pertaining to this application.
- I agree to the conditions of this Refund Application and declare that I am the person to whom this refund is to be paid.

**By signing this form, you agree:**

- The information provided is true and complete.
- That you have attached all required supporting documents.

**Student's signature**

Signature:

Date:

Please submit this completed form to Eton College in one of the following ways:

01



**IN PERSON/BY POSTAL MAIL**

**Eton College**  
Level 6, 191 Thomas Street,  
Haymarket NSW 2000

02



**BY E-MAIL**

[info@eton.edu.au](mailto:info@eton.edu.au)

**FOR OFFICE USE ONLY**

Processed by:

Printed name:

Date:

CEO's signature:

## REFUND APPLICATION FORM

### FINANCE DEPARTMENT ONLY

Student ID	Requested date	Agent name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Full name	Intake date	Finish date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Course	<input type="text"/>	

Reason for refund request Supporting document/s attached? Yes No

Enrolment fee		Non - Refundable
Prepaid tuition fee		-
Material fee		
Overseas Student Health Cover		
Accommodation placement fee		Non - Refundable
Accommodation fee		
Airport transport fee		Non - Refundable
CoE Issue Fee		Non - Refundable
<b>Total Prepaid Fees</b>		
Enrolment Fee	-	
CoE Issue Fee	-	
Agent Commission Deducted (if applicable)	-	
GST Deducted (if applicable)	-	
Cancellation Fee (if applicable)	-	
Agent Incentive (if applicable)	-	
International Transfer Fee (if applicable)	-	
<b>TOTAL REFUND</b>		

*Tuition fees & other fees PAID by a student or on behalf of a student Tuition & other fees be REFUNDED in accordance with the College's Refund Policy.*

**Please note:**

Reimbursement in the case of provider (Eton College Pty Ltd) default is within (2) two weeks of the default date occurring to the student (sections 27(1) of the ESOS ACT 2000). In the case of student visa refusal and/or student default, the refunds will be made in accordance with the College's Refund Policy.

### FOR OFFICE USE ONLY

#### Account Checklist

Date actions made:			
eCoE cancelled:	Yes	No	Initials:
Refund paid:	Yes	No	Initials:
RTOM updated:	Yes	No	Initials:
XERO updated:	Yes	No	Initials:

#### Refund Authorisation

Approved   Due date:	<input type="text"/>
Rejected	
Director's signature:	<input type="text"/>
Date:	<input type="text"/>

**Please note:**

This and other information may be provided to the Australian Government (DHA), the designated authority (ASQA) and other government agencies in relation to administering the ESOS Act 2000, the National Code 2018 and/or the Migration Act (as amended).