



## SA-FM-13 Refund Application Form

This form is to be completed in accordance with AIST's Fees and Refund Policy and Procedures which can be found on AIST website <https://www.aist.edu.au/>

|               |  |             |  |
|---------------|--|-------------|--|
| Student Name: |  | Student ID: |  |
| Date of Birth |  | Country     |  |
| Mobile        |  | Email       |  |
| Address       |  |             |  |
| Course Name   |  |             |  |

### Reason for refund {Please tick }:

Visa Refusal (a copy of letter of visa rejection required)

Withdrawal and discontinue of current enrolled course

Withdrawal and discontinue of future scheduled course

Overpayment of course fees:

If withdrawal/discontinue, please provide explanation and attach this to refund form, including any supporting documents (e.g. medical certificate, flight ticket, visa rejection letter from Department of Home Affairs etc)

### Refund of OSHC (Overseas Student Health Cover)

Where AIST arranges the OSHC on behalf of a student and the student has not arrived and has never resided in Australia, AIST will claim the OSHC refund from insurance company on behalf of the student and will forward the OSHC refund to the student upon receiving the refund from the health insurer.

Where the student has arrived or resided in Australia, it will be the responsibility of the student to claim the OSHC from the health insurer.

### Mode of refund payment

Australian Bank Transfer:

Financial Institution: \_\_\_\_\_

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

BSB: \_\_\_\_\_ Account No. \_\_\_\_\_

International Bank Transfer

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

Bank Address: \_\_\_\_\_

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

Address: \_\_\_\_\_

Account No. \_\_\_\_\_

Swift Code: \_\_\_\_\_



|                    |   |       |  |
|--------------------|---|-------|--|
| Declaration:       | I declare that the information provided by me is true and complete and that it is my responsibility to provide all necessary documentation to support my request for refund. I agree and have read and understand AIST's Fess and Refund policy for international students. |       |  |
| Printed Name:      |   |       |  |
| Student Signature: |   | Date: |  |

**NOTE:**

If the refund is paid to another person's account apart from the student, AIST requires a letter with the student's signature to authorise AIST to have the refund paid to another person's account.



**AIST internal use only**

|                                       |  |
|---------------------------------------|--|
| Refund Approved:                      | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Reason/s not approved (if applicable) |  |
| Approved by                           | Printed Name:  |
|                                       | Signature:   |
|                                       | Date   |