

File Ref. No: \_\_\_\_/\_\_\_\_/\_\_\_\_

**INFORMATION**

- All applications for refunds must be made in writing to Heads of Accounts/Finance by registered mail, courier, or personal delivery as soon as practicable.
- Please complete this form using blue or black ink.
- For information on the payment of fees and refunds, refer to The Ashmark Institute of Australia's Enrolment Agreement and Refund Policy.
- Refunds will be made in Australian dollars by bank cheque or electronic bank transfer.

**Personal details**

FAMILY NAME: \_\_\_\_\_

GIVEN NAME: \_\_\_\_\_

GENDER: Male:  Female:  DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

STUDENT ID NO: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AUSTRALIAN ADDRESS: \_\_\_\_\_

SUBURB/CITY \_\_\_\_\_ POST CODE: \_\_\_\_\_

OVERSEAS ADDRESS: \_\_\_\_\_

SUBURB/CITY \_\_\_\_\_ POST CODE: \_\_\_\_\_

SEMESTER START DATE: \_\_\_\_\_

*\* If you change your address during the period of your study, please contact us to ensure your address details are updated for future correspondence.*

COURSE: (please tick ✓)

Certificate III in Automotive Mechanical Technology  Certificate III in ESL (Further Study)  Diploma of Management

**Method of Refund (Please choose one of the following options)**

Option One  Overseas Demand draft in the name of the student

Option Two  Cheque in the name of the student, to be picked from The Ashmark Institute of Australia (AIA).

**Agent's Details**

Agent's Name	
Agent's Country	

**Reason for Refund**

- Read this section carefully and tick the appropriate reason(s)
- Please ensure that all required documentation is attached to this form when it is lodged at AIA
- Failure to submit all required documents will delay authorization and processing of your refund

REASON	REQUIRED DOCUMENT/S
<input type="checkbox"/> Leave of absence	<input type="checkbox"/> Copy of leave of absence form approved by AIA
<input type="checkbox"/> Did not meet entry condition(s) of offer or program	<input type="checkbox"/> Proof of inability to meet condition(s)
<input type="checkbox"/> Visa rejected/cancelled (Australian Government)	<input type="checkbox"/> Copy of letter(s) from the Australian Embassy/High Commissioner/DIMA verifying the cancellation or rejection of visa
<input type="checkbox"/> Transfer to another institution	<input type="checkbox"/> Release letter
<input type="checkbox"/> Student overpaid	<input type="checkbox"/> Receipt
<input type="checkbox"/> AIA cancels program or program ceases to be provided	
<input type="checkbox"/> Other (specify) .....	

**DECLARATION:** I hereby apply for a refund of fees paid and acknowledge that this refund application will be processed in accordance with AIA Enrolment Agreement and Refund Policy (refer to <http://www.ashmark.edu.au>), which I have read and understood.

\* Please allow 10 working days for the application to be processed.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>
<b>Remarks:</b>
_____
_____
_____
_____

Received by (Reception): \_\_\_\_\_

Date received: \_\_\_/\_\_\_/\_\_\_

Refund request sent to (Head of Accounts/Finance): \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Authorised by (Head of Accounts/Finance): \_\_\_\_\_

Date authorized: \_\_\_/\_\_\_/\_\_\_

Posted by Registered Mail to

Date posted: \_\_\_/\_\_\_/\_\_\_

Cheque Payable to student

Date collected: \_\_\_/\_\_\_/\_\_\_

Total amount AUD\$ \_\_\_\_\_

Deductions AUD\$ \_\_\_\_\_

Amount of refund AUD\$ \_\_\_\_\_