

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"/> If the application is not pertaining to visa rejection . please provide a detailed explanation as to why refund has been requested

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: _____

FOR OFFICE USE ONLY

Remarks:

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\$ _____