

Department	Vocational Education & Training	
Quality Controlled Document No. & Title	ESOS 3.1	ESOS Request Fee Refund Form
Version	1.0	
ESOS National Code 2018	Standard 3.0	



Author	RTO CEO	
Approved	RTO CEO	
Authorised	RTO Academic Board	
Distribution	Internal	Students
	External	Prospective Students

Personal Details

Given Name(s) <i>as shown on your passport</i>	
Family Name <i>as shown on your passport</i>	
Student ID (if you have one)	
Date of Birth	
Telephone Number	

Permanent Address – Home Country

Building/Property name	
Flat/Unit details	
Street or Lot number (e.g. 205 or Lot 118)	
Street name	
Suburb, Locality or Town	
State/Territory	
Postcode/zip code	

Temporary Address – Australia

Building/Property name	
Flat/Unit details	
Street or Lot number (e.g. 205 or Lot 118)	
Street name	
Suburb, Locality or Town	
State/Territory	
Postcode	

Details of Refundable Fees Paid* and Refund Requested

Qualification(s)	Item	Amount Paid	Refund Amount Requested
Tuition Fee(s) Paid	\$	\$	
Materials Fee(s) Paid	\$	\$	

Qualification(s)	Item	Amount Paid	Refund Amount Requested
Tuition Fee(s) Paid	\$	\$	
Materials Fee(s) Paid	\$	\$	

* Please ensure that you list ONLY fees that you have paid in advance, and payment has been processed.

Reason(s) For Refund

Reason	Explanation*	Date Approved
Withdrawal from course		
Deferral of course		

* Where reason includes medical condition and/or family circumstances, transfer to another provider, then evidence must be attached.

Refund Payable Details

All and any refunds payable, in accordance with this policy, shall be made to the entity or person who made the made to Agriculture Education Institute of Australia. Where a student requests a refund be paid to any other entity or person, the request must be in writing, and the student indemnifies the RTO against any and all loses that may be incurred by the student as a result.

The refund is to be paid to the student	<input type="checkbox"/>	International Wire Transfer (IWR) (overseas bank account only)	
		Student Name	
		Student Address	
		Bank Name	
		Bank Address	
		Swift Code	
		IFSC / IBAN / CNAPS*	
		Account Name	
		Account Number	
		Account Currency	
The refund is to be paid to someone else who made the original payment(s) on behalf of the student (e.g. sponsor)	<input type="checkbox"/>	International Wire Transfer (IWR) (overseas bank account only)	
		Beneficiary Name	
		Beneficiary Address	
		Bank Name	
		Bank Address	
		Swift Code	
		IFSC / IBAN / CNAPS*	
		Account Name	
		Account Number	
		Account Currency	
The refund is to be paid to another entity or person, who did not make the original payment(s)	<input type="checkbox"/>	International Wire Transfer (IWR) (overseas bank account only)	
		Beneficiary Name	
		Beneficiary Address	
		Bank Name	
		Bank Address	
		Swift Code	
		IFSC / IBAN / CNAPS*	
		Account Name	
		Account Number	
		Account Currency	

*IFSC must be provided for India / IBAN must be provided for Pakistan / CNAPS must be provided for China

Student Declaration

I declare that I have read the instructions and that the information submitted in and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect or incomplete information may result in a delay or prevent refund processing. I agree to release and indemnify Agriculture Education Institute of Australia (the RTO) and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information. I consent to use and disclosure of the information provided by me in this form for the purposes and in the circumstances described in this application. I understand that it is my responsibility to provide all necessary documentation to support my refund request and Agriculture Education Institute of Australia will only make payment providing all required information has been provided. I acknowledge that if my refund is sent to a third party that I have nominated, and who did not make the original payment(s), Agriculture Education Institute of Australia shall be deemed to have discharged any obligation it may have in relation to the refund of fees and accepts no responsibility for me not receiving the benefit of such refund or receiving monies from the nominated recipient. I hereby apply for a refund of fees and authorise Agriculture Education Institute of Australia to process my request. I understand that it will be processed according to Agriculture Education Institute of Australia's Overseas Student Fee and Refund Policy, and that the Institute is not liable for any bank charges or variances due to foreign currency exchange rates.

Your Full Name (as it appears on your passport) _____

Your Signature: _____ Date: _____

Parent or Legal Guardian's Full Name _____
(if you are under 18 years)

Parent or Legal Guardian's Signature _____ Date: _____
(if you are under 18 years)

Refund Amount Approved (office use only)

Amount Requested	Amount Approved	Explanation	Date Paid
\$	\$		

Authorising Person Name	
Position	
Signature	

- **Return a completed copy to the student.**
- **Place a completed copy in the student's administrative file.**