



VET/ELICOS Application for Request for Refund Form

Important Information – PLEASE NOTE:

- Please allow two weeks for the refund to be processed (from the day of submission).
- Before your application for a refund will be considered, you must complete all sections below and attach required documents to your application. Email your application to finance@qiba.edu.au
- Fee refunds will be provided in accordance with the QIBA Student Refund Policy. Read the policy carefully to establish your eligibility for a fee refund.
- If you change your address during the period, please contact us to ensure your address details are updated for future correspondence

Personal Details			
Date:		Date of Birth:	
Family name:		Mobile:	
Given name/s:			
Address:			
City or State:		Postcode:	
Email Address:			
Student ID:			
QIBA Campus:	Brisbane	Sydney	Canberra
Course Name:			

Reason for Refund			
	Withdrawal from the Course		Refusal to grant a Student Visa
	Cancellation of Enrolment		Student Overpaid
	QIBA cancels program or unable to provide the program (Provider Default)		
	Other (Please specify):		



Payment Details					
Refund Student		Refund Agent		Agent Name:	
Title:		Name (in full):			
Address:					
Country:			Postcode:		
Email:			Mobile:		
Bank Details:	Bank Name:		Bank BSB:		
	Account Name:		Account Number:		
	Swift Code:				

Student/Candidate Declaration:

I hereby affirm the information provided within this form to be true and accurate. I have read and understood the QIBA Refund Policy and that all payments from this time on will be paid according to this information. If any changes need to be made, I will inform QIBA of these changes in writing.

Student Signature: <i>(use either field)</i>	Date:
--	--------------

Office Use Only	
Action:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED
Name:	Position:
Signed:	Date:
Date Refund Processed:	Recorded in AXcelerate: <input type="checkbox"/> YES
Comments:	