1. Personal Details

Title:  
- Mr  
- Mrs  
- Ms  
- Miss  
- Dr  
- Other

Gender:  
- Male  
- Female

First Name:  

Family Name:  

Date of Birth: (DD/MM/YY)

Address:  

Postcode:  

Phone:  

2. Visa Type

- Student visa  
- Temporary visa other than a student visa

3. Enrolment Details

Student Number:  

Course Title:  

Campus:  

Expected Course Completion Date:  

4. Bank Account Details for Refund

Name of Financial Institution:  

Branch Name:  

Address of Financial Institution:  

Account Name:  

Branch Number (BSB):  

Account Number:  

5. Refund Schedule

State International Student Adviser to complete the following section:

- Student has paid all fees that refund request relates to

Student enrolment has been:

- Cancelled  
- Suspended  
- Varied

FileMaker check conducted

Finance check conducted

Recommend refund be refused

Reason:  

Date:  

Position:  

Name:  

Signed:  

Recommend refund be approved as per following schedule:

Date:  

Position:  

Name:  

Signed:  

Tuition fees:

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Cancellation Fee</th>
<th>Refund Amount</th>
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Total refund of tuition fees due:

Other Fees Withheld (finances, enrolment fees etc)

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<tr>
<th>Fee Type</th>
<th>Fee Paid</th>
<th>Amount Withheld</th>
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International Students Request for Refund Form

CRICOS – QLD & VIC: 00231G  NSW: 03132G  WA: 02492C

Australian College of Natural Medicine Pty Ltd (ACNM) trading as Endeavour College of Natural Health, College of Natural Beauty, FIAFitnation and Wellnation

International Students Request for Refund Form_2013_09_13
6. Total refund due:

Director, Student Services to complete section below:

☐ Request within Policy approved by Director, Student Services

Name:  Signed:  Date:  

☐ Request outside Policy approved by Director, Student Services

Reason:

Name:  Signed:  Date:  

☐ Request refused by Director, Student Services, no refund payable (tick box)

Reason:

Name:  Signed:  Date:  

Instructions for completion of request for refund – International:

- State International Student Advisors will refer to and clearly explain the Refund Policy – International to Students so there is clear understanding of when a Refund request as appropriate.
- International Student Advisors to check student account on FileMaker and with Finance to ensure all fees have been paid and cleared.
- State International Student Advisors will verify if a Request is within Policy and if so, provide brief explanation on the form. If special circumstances apply International Student Advisors to ensure special circumstances application is submitted together with Refund Request Form – International.
- Finance is responsible for processing refund request.
- Director, Student Services is responsible for advising students of refund refusal and providing reasons for refusal in writing.