

Form	No: ST03
	Name: Refund Application

Personal Details

Given Name:		Student ID No:
Family Name:		Passport No:
Gender (Please Tick):	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:

Contact Details

Address:		
Suburb:		Post code:
State:	County:	
Home Phone No:	Mobile No:	
Email:		

I am requesting a refund for the following reasons:

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How was the tuition fee paid? (Tick V one)

<input type="checkbox"/> Directly to UE (cash, EFTPOS, CC, TT etc)	<input type="checkbox"/> Paid via agent
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Please nominate a bank account below to which the refund should be processed:
 (Note: Refund cannot be processed if this section is not complete and correct)

The account details for refund must be in your name. If not, you must complete a ST16 Refund Request – Alternative Payee form.

BSB:	Account No:	Bank:
Name of the Account Holder:		
Branch Name & Address:		
Swift Code:		

Declaration

I declare that the information provided by me is true and correct. I have read & understood the Universal English’s Refund Policy and acknowledge that my refund request will be processed (within 28 days) in accordance with that policy.

Signature	Date:
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Office Use Only (Admissions/Finance)

Received by:		Date received:
Refund approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Refund approved by Finance Manager (Signature):		
Refund processed and paid to student:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Refund Amount AUD\$
Comments:		