

REQUEST FOR REFUND FORM

Australian student International student

Personal Details

Family Name: Given Names:
 Title: Mr Mrs Miss Ms Other
 Sex: Male Female
 Date of Birth: Country of Birth:

Contact Details

Home Address: Postal Address (if different to home address):

 Home Telephone: Work Telephone:
 Mobile Telephone: Email Address:

International Student Details (The details below are for international students only)

Passport No: Nationality:
 Overseas Contact Person and Details
 Name: Relationship:
 Contact Phone Telephone:

Course Details

Course Name:
 Course Code (if known): Proposed Start Date:
 Study by Attend class Distance education
 Reason for request refund:
 Cancelled enrolment Withdraw Transfer to other College
 Other (please state)

Bank Transfer

Australian Bank Account Details

Name of Bank:
BSB No: Account No:
Name Account is held in

Overseas Bank Account Details (Students are responsible for paying transfer fees)

Name of Bank: Country:
Account No:
Name Account is held in

Refund Policy

Fees are payable in advance.

If you withdraw from your course prior to commencement, then the College will make a full refund of any course fees paid by you, excluding the \$100.00 Enrolment Fee, within 21 days of the scheduled starting date of the course.

If you withdraw from your course after you have commenced, then no course fees will be refunded, except in exceptional circumstances as determined by The Director.

Claims for a refund of course fees can be made at any time during a course and if approved will be repaid to the student within 21 days of the receipt of an application to withdraw from a course.

If, in any situation, Trison Business College is unable to deliver the agreed training course to you, then a full refund of the fees paid by you will be repaid, including the \$100.00 Enrolment Fee, within 21 days of the scheduled starting date of the course.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the students to take action under Australia's consumer protection laws.

I have read and understood the Refund Policy of Trison Business College and agree to the terms outlined.

Student Signature: _____

Student Name (please print): _____

Date: _____

When completed, please return this form to:

TRISON BUSINESS COLLEGE
Level 1, 32 Grenfell Street
Adelaide South Australia 5000
Telephone: (08) 8410 6134
Fax: (08) 8410 6135
Email: enquiry@trison.com.au