

<b>Student Name:</b>	Given Names: _____ Surname: _____
<b>Student Address Details:</b>	Street No and Street Name: _____ Suburb _____ State and Postcode: _____ Country (if not Australia): _____
<b>Student ID Number:</b>	
<b>Refundable Amount requested:</b>	\$ _____
<b>Reason for Refund (where relevant attach supporting documents):</b>	
<b>EFT payment details:</b>	<input type="checkbox"/> <b>EFT Australia (please specify ✓)</b> - <b>Account Holders Name:</b> _____ - <b>Account Type:</b> _____ - <b>BSB:</b> ____ - ____ (six digits) - <b>A/C No:</b> _____ (max 9 digits) <i>(If not, an Australian Bank Account please fill in details below)</i>
<b>Payment details for International Transactions</b>	- <b>Beneficiary Name:</b> _____ - <b>Beneficiary Address:</b> _____ - <b>Beneficiary Bank Address:</b> _____ - <b>Account Number / IBAN:</b> _____ - <b>SWIFT / BIC Code:</b> _____ - <b>Instructions (if any):</b> _____ - <b>Other (if any):</b> _____
<b>Student/Beneficiary Signature &amp; Date</b>	_____ Date: ____ / ____ / 20____

\*All refunds are subject to the Refund Policy found on the ACPE website (<https://acpe.edu.au/wp-content/uploads/2019/04/Refund-Policy-Domestic-and-International-Students-POL17-Version-22.pdf>).

Please note that refunds take 28 days to process from the date we receive your refund request with the correct bank details.

**Student Refund Request Form**

<p><b>Approval:</b>  <i>Office use only          (DOA Stamp approval          Required)</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 5px;">Description:</th> </tr> <tr> <th style="width: 70%; text-align: center; padding: 5px;">Account Expense Code</th> <th style="width: 30%; text-align: center; padding: 5px;">Amount</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> <tr> <td style="text-align: right; padding: 5px;"><b>Invoice Total</b></td> <td style="text-align: center; padding: 5px;"><b>\$</b></td> </tr> <tr> <th colspan="2" style="text-align: center; padding: 5px;">APPROVAL</th> </tr> <tr> <td style="width: 70%; padding: 5px; vertical-align: top;"> <p><b>Signature:</b></p>    <p><b>Name:</b></p> </td> <td style="width: 30%; padding: 5px; vertical-align: top;"> <p><b>DOA Band</b></p>    <p><b>Date:</b></p> </td> </tr> </table>	Description:		Account Expense Code	Amount					<b>Invoice Total</b>	<b>\$</b>	APPROVAL		<p><b>Signature:</b></p>  <p><b>Name:</b></p>	<p><b>DOA Band</b></p>  <p><b>Date:</b></p>
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