

FEE REFUND APPLICATION FORM

Student Name:	Mobile/ Home Phone:
Student ID:	Email:
Address:	

Course Name	
Course Start Date	
Last date attending class	

Reason for refund	Please tick relevant box
Student was refused an Australian Student Visa due to a fraud reason	<input type="checkbox"/>
Student was refused an Australian Student Visa due to a nonfraud reason and has not started the course (refusal letter required)	<input type="checkbox"/>
Student was refused an Australian Student Visa due to a nonfraud reason and has started the course (refusal letter required to determine default date)	<input type="checkbox"/>
GBCA fails to start course or the course ceases to be provided after it starts (provider default)	<input type="checkbox"/>
Withdrawal notified in writing and received by GBCA 28 calendar days or more prior to course commencement (student default)	<input type="checkbox"/>
Withdrawals notified in writing and received by GBCA within 28 days, on or after the course commencement date or student did not commence study at campus location identified (student default)	<input type="checkbox"/>
Student visa cancelled due to actions of student	<input type="checkbox"/>
Other circumstances including but not limited to: <ul style="list-style-type: none"> • Changes occur in student work hours, student changes/leaves work • It becomes inconvenient for a student to travel to class • A student moves to a different location • A student enrolment is cancelled for misbehavior / breach of the GBCA's Student Code of behavior. 	<input type="checkbox"/>
Student's enrolment is suspended or cancelled by GBCA due to the student being in breach of the student acceptance agreement (student default)	<input type="checkbox"/>
Others: _____	<input type="checkbox"/>

Please ensure that you attach relevant documents such as visa refusal letter...

I would like to be refunded to:	<input type="checkbox"/> My account <input type="checkbox"/> A third party account
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5. Bank Account Details

IMPORTANT: TO BE CONSIDERED AS A VALID REFUND APPLICATION, PLEASE READ AND TYPE IN UPPER LETTERS & NUMBERS IN ALL FIELDS. HANDWRITING IS NOT ACCEPTED (except your signature). NO ACTION CAN BE TAKEN ON THIS APPLICATION UNTIL ALL BANK DETAILS ARE ACCURATELY PROVIDED.

*Bank Account Details for transfers WITHIN Australia(Australian bank account)

Name of Account Holder:																								
Account Name:																								
Australian Bank Name:																								
BSB Number:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																							
Account Number:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																							

*Bank Account Details for OVERSEA transfers (**Please enter AUD correspondent bank**)

Name of Account Holder:															
Address Detail of Account Holder: Street number, street name, area (35 characters only, including the word Spacing)															
City & pin code															
Country															
Bank Name:															
Branch Name:															
SWIFT Code (Eight or Eleven digits)	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>														

•Important information for students who wish to have their refunds to be processed into an **oversea bank account**, SWIFT/routing code is requested. SWIFT is an internationally recognized inter-country electronic transfersystem, which can be obtained from your local bank.

Account Number:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																							

I have read and understood the refund policy (available electronically at www.gbca.edu.au) and the student acceptance agreement.

Signature

Date

Office use only: Outline action taken and outcome

Refund calculation

Amount received by GBCA	
Less non-deductable application fees (if applicable):	
Less materials fee (if applicable):	
Less refund processing fee:	
Less deductions:	
Refund amount:	
Comments:	
Finance manager signature:	Date:

