

Refund Application Form

Student Name:			
Student ID:		Date of Birth: (DD/MM/YYYY)	
Course Code and Name:			
Refund Apply Date:			
Refund Amount (\$AUD):			
Student Declaration <p>I have read and understood Barton College's refund and cancellation policy.</p> <p>I have received the details about how my Refund has been calculated and agree to the refund calculated. I understand that I have the right to appeal the calculated amount.</p> <p>I understand that Barton College will not transfer any funds to a third party unless I explicitly request it in writing, in which case Barton College shall be released of any responsibility in relation to the refund, once the funds have been transferred as requested.</p> <p style="text-align: right;">Signature: _____</p>			
Australian Bank Account (please provide the following details)			
Account Name:			
Account Number:			
BSB Number:			
Bank Name:			
International Bank Account (please provide the following details if applicable)			
Account Name:			
Bank Account/IBAN:			
SWIFT Code:			
Bank Name:			
Bank Branch:			
Bank Address:			
Country of Bank:			
Overseas Address:			

*Please note that international payments are processed through Western Union and may take up to 10 working days to be received

Office Use (Please circle the option.)				
Verification Process	1) Student enrolled in Student management system?	Yes	No	N.A.
	2) Withdrawal done in Student management system?	Yes	No	N.A.
	3) Withdraw student in PRISMS by admissions?	Yes	No	N.A.
	The above verified & done by:			
Remarks by Finance:	Approved		Rejected	
Amount received: (\$AUD)	\$			
Amount to be refunded: (\$AUD)	\$			
Authorized By Finance (name & Signature)				
Refund date & Reference:				

ACTION TAKEN BY INSTITUTE (Please Circle the option.)	
GRANTED	NOT GRANTED
PEO Signature:	
Date (DD/MM/YYYY):	