

# Refund Request Form



INSTITUTE

This form is to be completed by the student when they are applying for a refund of tuition fees paid to I.G Institute. The student is to access I.G Institute Fees and Refunds Policy on our website [www.igi.nsw.edu.au](http://www.igi.nsw.edu.au) prior to submitting this form to see if you meet the criteria set.

## Personal Details

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other: _____
Given Name:					Preferred Name:
Surname:					Date of Birth:
Email:					Contact Number
Address:					

## Course Details

Course Code:			Course Name:		
Start Date of Course:			Date of last class attended:		
Tuition Fee Paid			Last date paid fees		

## Reason for Request

You are required by ticking one of the boxes below to indicate as to WHY you are requesting and submitting an application for a Refund with I.G Institute.

If you require any further information regarding to you refund request please email our staff on [admin@intausgroup.com.au](mailto:admin@intausgroup.com.au)

- Withdrawing from course due to academic difficulties
- Withdrawing from course due to personal reasons
- I wish to withdraw from the course due to the illness and won't be able to keep up with my studies
- My enrolment has been cancelled by I.G Institute due to a breach of the Student Code of conduct
- Other

Please provide further details below of the reason you wish to claim a refund:

## Student Bank Details:

Bank Name:			Account Name:		
BSB Number:			Account Number:		
Bank Address:					

## Student Declaration

You are required to submit verifiable evidence documentation to support your Refund Request application with I.G Institute. The completed Refund Request Form and your supporting documents are to be submitted into I.G Institute Student Services and/ or by emailing [admin@ttcollege.com.au](mailto:admin@ttcollege.com.au)  
I acknowledge that:

- all the information provided within this "Refund Request Form" is correct and that I have read and understand and agree to be bound by the I.G Institute Refund Policy.
- all the evidence provided to support my application is ethical
- A stator declaration is attached for the above provided evidence
- the provision of incorrect information or the withholding of relevant information relating to my Refund Request may result in a delay in the process of my outcome.
- Refund Request will be processed within 2 weeks (10 working days) only after I have supplied all relevant documentation.
- this Refund Request will be assessed in accordance with the Refund Policy provided at enrolment within the written agreement, which I have read, agreed and signed at the time of my enrolment.

Signature:

Date:

### OFFICE USE ONLY

#### Refund Request Decision Record - TTC Management to complete

- Approved full refund – 100% of Tuition Fees and other Student Fees except the Enrolment Fee
- Approved partial refund -  % of Tuition Fee and other Student Fees except the Enrolment Fee.
- Declined – No refund - reason:

Principal Signature:

Date:

## Refund Calculation Table

### Finance officer to complete

Tuition Fee				
Material Fee				
Others				
Less Bank Charges				
<b>Total Amount Received</b>			<b>Total Refund Amount Payable</b>	

Prepared by:

Recorded on Student Management System

TTC Staff signature:

Date:

## Refund Payment Record

Paid Amount:

Reference:

Date of Payment:

Payment Prepared by:

Recorded on Student Management System

Funds transferred receipt and a copy of this from sent to student