

**To be completed by the student (All fields must be filled out for a successful submission)**

Title: MR MISS MS MRS OTHER

First Name*	Family Name*
Date of Birth*	Student Number*
Email*	Phone Number*
Address*	
State*	Postcode*

APPLICANT TYPE: \_\_\_\_\_ SELECT LOCATION: \_\_\_\_\_

Did you apply through an ECA registered agent?\* YES NO

If yes, please indicate the agent's company name: \_\_\_\_\_

**Intructions: Please complete sections 1-5.**

Applications are assessed primarily on the independent supporting documentation provided to demonstrate your circumstances. The documentation should be provided either as originals or as certified original copies on official letterhead. Please note that all documentation **must include the appropriate dates** of any relevant events i.e (DHA Visa Refusal Letter or illnesses). Incomplete applications will be rejected.

## Section 1



**CRICOS Code 02644C**  
Brisbane Sydney Melbourne



**CRICOS Code 02644C**  
Brisbane Sydney Melbourne

STUDENT NUMBER: \_\_\_\_\_

CURRENT: Which course would you like to be refunded?

Course name	N° of Weeks	Start Date	Fees Paid
CAMBRIDGE			
GE			
IELTS			
EAP			
Other			

STUDENT NUMBER: \_\_\_\_\_

CURRENT: Which course would you like to be refunded?

Course name	Start Date	Fees Paid
Graduate Diploma of Management (Learning)		
Graduate Diploma of Engineering		
Diploma of Information Technology		
Certificate IV in Business		
Diploma of Business		
Diploma of Leadership and Management		
Diploma of Project Management		
Certificate IV in Marketing and Communication		
Diploma of Marketing and Communication		
Advanced Diploma of Marketing and Communication		
Other		



**CRICOS Code 02475D**  
Sydney Campus Only

STUDENT NUMBER: \_\_\_\_\_

CURRENT: Which course would you like to be refunded?

Course name	Intake Date	Fees Paid
Diploma of Business (Enterprise)		
Diploma of Information Technology		
Bachelor of Information Technology		
Bachelor of Business (Major in Accounting)		
Bachelor of Business (Major in Information Systems Management)		
Master of Business (Accounting)		
Master of Business (Enterprise Resource Planning Systems)		
Master of Applied Information Technology		
Other		



**CRICOS Code 00586B**  
Melbourne Campus Only

STUDENT NUMBER: \_\_\_\_\_

CURRENT: Which course would you like to be refunded?

Course name	Intake Date	Fees Paid
Bachelor of Business		
Master of Information Technology System		
Master of Business Administration (International)		

**STUDENT NUMBER:** \_\_\_\_\_

**CURRENT:** Which course would you like to be refunded?

Course name	Start Date	Fees Paid
ACS Professional Year		

Refer to **APIC Forms** on the website for **Withdrawal and Refunds Applications**: [APIC Policies and Forms](#)

For more contact Student Services:

Email [studentservices.syd@apicollege.edu.au](mailto:studentservices.syd@apicollege.edu.au) or phone 02 9318 8111

Email [studentservices.melb@apicollege.edu.au](mailto:studentservices.melb@apicollege.edu.au) or phone 03 9603 5333

### Section 2: Withdrawal / Refund details

Granted exemption from units of study

Overpaid tuition fees / OSHC

Withdrawn from units of study

Withdrawn from course (refer to refund policy in the application)

Transferring to another Education Institution (attach proof)

Medical reasons (attach proof)

Visa Refusal (Copy of Refusal Letter is required)

Other (Please state the reasons in the box below)

<b>Other</b>
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### Section 3: Refund Details (How did you pay for your tuition fees?)

Bank Cheque	Credit Card*	TT
Bank deposit	EFTPOS	BPAY

Amount Paid	\$	Date	
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The refunds, if approved, will be paid to the person who/ which originally paid the fees. We cannot transfer funds to any other party. Please note that the beneficiary name can only be the name of the person who/ which paid the original tuition fees.

\*Unless payment was made by Bank Cheque, Bank Deposit, EFTPOS and TT, refunds must be credited back to the same Credit Card account.

Please include a copy of your Credit Card statement as evidence of card details and payment. An online transaction history cannot be accepted as a form of verification. For any other payment method, please supply your bank account details.

I certify that the information provided above is true and correct. If I currently have any fines or fees that have not been paid, I agree that my refund will first be used to pay these debts.

### Section 4: Bank & Credit card details

Bank details	Details for Credit Card Refund
Bank Name	Credit Card Holder
Account Name	Credit Card Type
Account No	Credit Card No
Branch Name	Expiry date
BSB	Card holder Signature
Swift Code	

Amount Required	\$
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### Section 5: Student Signature and Date

I certify that the information provided above is true and correct. If I currently have any fines or fees that have not been paid, I agree that my refund will first be used to pay these debts.

<b>Student Signature</b>	<b>Date</b>
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**Office use only** For all withdrawals except visa refusals the designated Student Retention Officer/Manager must interview the student and advise approval or rejection as under

Manager Decision	Approved	Reject	Date
Manager Name			Signature
Details			

### Accounts Department

Accounts Department Processed by	Date Received		
Signature	Date Processed		
Refund Amount Applied	\$	Refunded Amount	\$

Please complete this form and email it to [refunds@eca.edu.au](mailto:refunds@eca.edu.au)

Refund application will normally be processed within 20 working days from date of completed refund application is received.