*For information on the payment of fees and refunds, refer to Wiseman & Co Advanced Learning Institute’s Refund Policy and procedure in the International Student Handbook.*

*Refund is subject to the return of any Wiseman & Co Advanced Learning Institute’s property or material you may have in your possession. Wiseman & Co Advanced Learning Institute will respond to the refund request within 10 days in writing. Once the request has been approved, the refund will be processed within four weeks after receipt of the written claim.*

Refunds can take up to 28 days to process.

|  |
| --- |
| **Personal Details** |
| Given Name: |  |
| Surname: |  |
| Student Number: |  |
| Date of Birth: |  / / | Passport Number: |  |
| Current Australian Address: |  |
| Suburb or Town: |  | State: |  | Postcode: |  |
| Telephone Number: |  | Mobile: |  |
| Overseas Address: |  |
| Suburb or Town: |  | State: |  | Postcode: |  |
| Telephone Number: |  | Mobile: |  |
| Email Address: |  |

|  |
| --- |
| **METHOD OF REFUND – Please choose one of the following options**  |
| **Option 1: Cheque (AUD) to be collected from Wiseman & Co Advanced Learning Institute (unless otherwise specified).** **Payable to:** |
|  |
|  |
| **Option 2: Australian Bank Transfer** |
| Name of the Bank: |  |
| Account Name: |  |
| Account Code/Branch Code: |  |
| **Option 3: International Bank Transfer**  |
| Name of the Bank: |  |
| Number and Street: |  | City: |  | Country: |  |
| Account Name: |  |
| Account Code/Branch Code: |  |
| Swift Code: |  |
| I (i) Bands: (compulsory for any English or European refunds): |  |

**REASONS FOR REFUND (Please tick one of the boxes below)**

***Read this section carefully and tick the appropriate reason(s). Please ensure that all required documentation is attached to this form when it is lodged at Wiseman & Co Advanced Learning Institute. Failure to submit all required documents will delay authorization and processing of the refund.***

|  |  |
| --- | --- |
| **Reason** | **Required Documents** |
| ☐ | Withdrawal from course Wiseman & Co Advanced Learning Institute | ☐ | Copy of Withdrawal form approved by |
| ☐ | Leave of absence | ☐ | Copy of leave of absence form approved by Education Hub |
| ☐ | Student didn’t meet the condition of offer | ☐ | Proof of inability to meet conditions (Administrative fee applies if proof is not submitted) |
| ☐ | Student visa rejected/cancelled | ☐ | Copy of letter(s) from the Australian Embassy/High Commission/DIBP verifying the cancellation or rejection of visa  |
| ☐ | Change of visa status: Permanent residency | ☐ | Copy of Passport and |
|  |  | ☐ | Copy of permanent residency visa |
| ☐ | Student has overpaid |  |  |
| Student Signature: |  |
| Date: |  |

|  |
| --- |
| **For Office Use Only** |

**RECEIVED BY STUDENT ADMINISTRATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

|  |
| --- |
| **Finance Officer** |
| Amount Paid:  |  | AUD: |  | Receipt Number: |  |
| Amount Requested |  | AUD: |  | Date: |  |
| Non-Refundable enrolment fee: AUD $250 | ☐ | Yes | ☐ | No | Date: |  |
| Admin Fee | ☐ | Yes | ☐ | No |  |
| W/D Form Course |  |  |
| Course Code |  |  |
| Finance Officer Signature: |  |

**Please attach proof of payment. Please note that payment will not be processed without proof of payment.**