

Name:		Refund No	
Student No:		Date:	
Email:		Mobile:	
Course:		Start Date:	
Invoice Number:		Amount:	

Reason for refund: (Please attach any supporting documentation)

- ☐ Visa Refusal ☐ Cancellation ☐ Credit Transfer
☐ Visa Renewal Refusal ☐ Visa Breach of Condition ☐ Withdraw
☐ Transfer ☐ Deferment
☐ Other,
 Description _____

Student Declaration

- ☐ I have read and understood PEIA's Refund and Cancellation Policy.
☐ 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.
☐ I understand that PEIA will not transfer any funds to a third party unless I explicitly request it in writing, in which case PEIA shall be released of any responsibility in relation to the refund, once the funds have been transferred as requested.

Student Name:		Date:	
Signature:			

Student Account

Swift Code:		BSB Number:	
Account Number:		Account Name:	

This Refund is: ☐ APPROVED ☐ DENIED ☐ ADJUSTED TO \$

Item and/or Course Code & Title	Amount in AUD \$	Total amount in AUD \$
Total Amount of Refund		

Refund Method			
<input type="checkbox"/> EFT / CC	<input type="checkbox"/> Cheque	<input type="checkbox"/> Credit to Students PEIA Ongoing Account	
Refund payable to:	<input type="checkbox"/> Student	<input type="checkbox"/> Agent	
Student to Complete: <p>I _____ have received in full my refund, as per stated in the Letter of Offer on this</p> <p>Date / /</p>			
Signed by Student:		Date:	
PEIA Agent Declaration: I _____ have refunded all monies paid by student to our organisation in accordance with PEIA's Refund Policy as listed on the Letter of Offer and have attached an electronic copy of repayment.			
Signed by Agent:		Position:	
Print Name:		Date Processed:	
Office Use Only			
Logged in Refund Register:		Date:	
Logged by:		Signature:	
Recorded in student file		Date:	
Copy of electronic receipt placed on student file	<input type="checkbox"/> Yes <input type="checkbox"/> NO		
Recorded by:		Signature:	
Compliance/ Training Manager Signature		Date:	