

Fee Refund Application Form

To be read in conjunction with EIA Refund Policy and Procedure. Please lodge this form to studentservices@eia.edu.au

1. Applicant Details			
Student Name:		Mobile/ Home Phone:	
EIA Student ID:		Email:	
Address: Unit/Street No:	Street Name	e:Suburb:	
State:	Country:	Post Code:	
2. Course Details			
Course Name:			
Course Start Date:			
Last date of attending class:			
3. Please provide the reason(s	, or apprying for		
☐ My personal bank account ☐ Other (Please complete Third-Party Details below)			
4. Third Party Details (If applic	able)		
I,the person named and listed in Sec	(name of the ap	oplicant) authorize EIA to transfer my eligible refund to n.	
Signature:		Date:/	



5. Bank Account Details IMPORTANT: TO BE CONSIDERED AS A VALID REFUND APPLICATION, PLEASE READ AND TYPE IN UPPER LETTERS & NUMBERS IN ALL FIELDS. HANDWRITING IS NOT ACCEPTED (except your signature). NO ACTION CAN BE TAKEN ON THIS APPLICATION UNTIL ALL BANK DETAILS ARE ACCURATELY PROVIDED. *Bank Account Details for transfers WITHIN Australia(Australian bank account) Name of Account Holder: Account Name: Australian Bank Name: **BSB Number:** Account Number: *Bank Account Details for OVERSEA transfers (Please enter AUD correspondent bank) Name of Account Holder: Address Detail of Account Holder: Street number, street name, area (35 characters only, Including the word Spacing) City & pin code Country Bank Name: **Branch Name: SWIFT Code** (Eight or Eleven digits) ·Important information for students who wish to have their refunds to be processed into an oversea bank account, SWIFT/routing code is requested. SWIFT is an internationally recognized inter-country electronic transfer system, which can be obtained from your local bank.

Account Number:

6. Student Declaration				
I have read and understood the EIA	Refund Policy and Procedure.			
	ocuments provided to EIA are correct and true. I understand that rmation may cause delay in processing my request.			
Student Signature:	Date:/			
OFFICE USE				
Refund Granted □	Refund Declined \square			
Reason(s) for refund rejection (if	applicable):			
Application Assessed By:	Date:			
Refund Amount Calculation				
Tuition Fee Paid:				
OSHC Fee Paid:				
Enrolment Fee Paid:				
Other Fees Paid:				
Total Amount Paid:				
Less:				
Refund Amount Due:				
Comments:				
Refund calculated by:	Date:			
Refund processed by:	Date:			