



## Fee Refund Application Form

To be read in conjunction with EIA Refund Policy and Procedure. Please lodge this form to [studentservices@eia.edu.au](mailto:studentservices@eia.edu.au)

### 1. Applicant Details

Student Name:	Mobile/ Home Phone:
EIA Student ID:	Email:
Address: Unit/Street No: _____ Street Name: _____ Suburb: _____	
State: _____ Country: _____ Post Code: _____	

### 2. Course Details

Course Name:	
Course Start Date:	
Last date of attending class:	

### 3. Please provide the reason(s) of applying for a refund:

I would like to be refunded to: <input type="checkbox"/> My personal bank account <input type="checkbox"/> Other (Please complete Third-Party Details below)

### 4. Third Party Details (If applicable)

I, _____ (name of the applicant) authorize EIA to transfer my eligible refund to the person named and listed in Section 5 of this form.	
Signature:	Date: ____/____/____

[illegible]

## 6. Student Declaration

I have read and understood the EIA *Refund Policy and Procedure*.

I declare that all information and documents provided to EIA are correct and true. I understand that providing incorrect/misleading information may cause delay in processing my request.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

### OFFICE USE

Refund Granted ☐

Refund Declined ☐

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: