

### Refund Application Form

Student Name:		USI:	
Course:			
Workplace (if trainee or apprentice):			
Date of Withdrawal:			

I have commenced my course at UK English College:  Yes  No

If no, date of scheduled commencement as listed on Confirmation of Enrolment: \_\_\_\_\_

Student's circumstances and reason for refund	Please tick box
I was refused a student visa (please attach evidence)	<input type="checkbox"/>
I currently owe fees and want them reconsidered	<input type="checkbox"/>
Course was cancelled by UK English College	<input type="checkbox"/>
Other (including Compassionate and Compelling Circumstances, if appropriate – please attach description and evidence)	<input type="checkbox"/>

I would like my refund paid to:  Me  Someone else

If someone else, please provide the following information about your nominated recipient:

Name:			
Address:			
E-mail address:		Phone number:	

Please provide the bank account details for deposit of your refund, if approved:

Account name:	
Name of bank:	
Branch:	

BSB:		Account number:	
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**By signing this form, you agree:**

- The information provided is true and complete.
- That you have attached all required supporting documents.

\_\_\_\_\_

Student's signature

\_\_\_\_\_

Date

**Please submit this completed form to UK English College in one of the following ways:**

- *In person or by postal mail:* UK English College  
 Level 3, 303-305 Pitt Street  
 Sydney, NSW 2000 Australia
- *By e-mail:* englishcollegeuk@gmail.com

**For Office use only:**

Processed by:	
PEO Signature:	
PEO Printed Name:	
Date:	