

This form is to be completed by a student who wishes to request a refund of fees paid to towards their tuition. Any applicant that requests a refund must be aware, in accordance with the Student Fees, Charges and Refund Policy that there may be some fees and charges that are not eligible for refund.

Refer to Section 11. Enrolment Variation and Cessation within the [Student Fees, Charges and Refund Policy](#) to determine the circumstances and eligible amounts that can be refunded by ASA.

Failure to provide true and correct supporting documentation and complete the required fields of this form may result in your application being delayed or refused. Return completed form to accounts@asahe.edu.au

Please refer to the [Student Fees, Charges and Refund Policy](#). Your application will be assessed based on the timeline outlined within the procedure, (5) five working days. Approved refunds may take up to 28 working days to be processed and paid to the applicant.

Section 1: Personal Information

Student ID		Student Name	
Course			

Section 2: Refund Request Details

Outline the reason you are requesting a refund

If the information provided does not fit in the above box, please attach the details in a separate document

Section 3: Refund Payment Details

Provide the relevant bank details to which you wish to you have your fees/charges refunded to.

Original Payment Method ☐ Bank Transfer ☐ Credit Card ☐ Other

Australian Bank Account

Account Name			
Account Number		BSB	
Bank Name			

Overseas Bank Account

All refunds are made in Australian Dollars (AUD), please ensure your bank will accept AUD prior to completing this form

Full Account Name			
Account Number			
SWIFT Code		IBAN	
Bank Name			
Account Address Holder			
Branch Address			

If this refund payment is to be made to a party other than the student, the student must complete the below authorisation.

I (include full name)

Authorise the payment of this refund to
(include full name of the individual or organisation)

Section 4: Supporting Documentation

Attach supporting documentation that is related to your refund request. Ensure it covers the circumstances for the request. For more information about the circumstances considered for refund request, refer to section **11. Enrolment Variation or Cessation** and section **12. Special Circumstances** within the [Student Fees, Charges and Refund Policy](#).

Section 5: Student Declaration

- ☐ I declare that, to the best of my knowledge, the information provided in this application form and all supporting documentation is true and correct.
- ☐ I understand that any incomplete information may lead to the return of my application, or I may be contacted at any time regarding my application for further information. Failure to return the required information may result in the application being refused
- ☐ I have read and understood the Student Fees, Charges and Refund Policy and Procedures.

Student Signature	Date