



ESOS 3.2: Refund Request Form

STUDENT DETAILS

Student ID _____ Date of Birth _____

Student Name _____

Address _____

City _____ State _____

Postcode _____ Country _____

Email Address _____

Contact Number _____

Tuition Fees Refund Details

Course Name _____ Course Code _____

Course Name _____ Course Code _____

OHSC refund required: YES NO

REASON FOR REFUND

Please tick one (supporting documentation must be provided)

- Student Default - Visa not granted (confirmation from DIBP required)
 Withdrawal From All Studies (ACE Cancellation of enrolment form attached)
 Transfer to Another Provider (Copy of new Offer Letter required & ACE Application form for transfer between registered providers)
- ACE Default - Provider unable to deliver course on agreed day and location
 The course is not provided in full to the student because a sanction has been imposed on ACE or any other reason.
 The course ceases to be provided to the student at the location at any time after it starts but before it is completed
- Other (please state) _____

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REFUND PAYMENT DETAILS - *Please tick one*

Cheque *cheque will be made payable to student*

EFT *Australian Bank Account Only*

Bank Name _____

Account Name _____

BSB (6 digits) _____ Account Number _____

Telegraphic Transfer *Overseas Bank Account Only*

Bank Name _____

Bank Address _____

Swift Code _____

Account Name _____

Account Number _____

Currency _____

DECLARATION

- I hereby apply for a refund of fees paid and acknowledge that this refund will be processed in accordance with the Australian Careers Education Pty Ltd's (ACE) Refund Policy.
- I have read and understood ACE's Refund Policy and Procedure as made available on ACE's website.

Student Signature _____

Date ____/____/____

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OFFICE USE ONLY

Date Form Received: ___/___/___ Received By _____

Reason for Refund _____

Refund Calculation Statement Prepared: - YES NO

Refund Calculation Statement :-

Approved by CEO: - YES NO

Checked & Authorised _____

Name, Signature and Position Title in BLOCK LETTERS

Refund Amount Due :- \$ _____

Method of Refund Payment authorised - EFT CHEQUE
TELEGRAPHIC TRANSFER OVERSEAS BANK

Refund Processed on: - ___/___/___ Processed By _____

Date Student Notified:- ___/___/___

Notified by:- _____

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