



Gippsland Institute of Technology

BFJ International Studies Pty Ltd trading as Gippsland Institute of Technology

RTO No: 45698

CRICOS No: 03921A

Refund Application Form

Students are to complete this form when applying for a refund of fees paid to Gippsland Institute of Technology. Students are to access the Gippsland Institute of Technology International Student Fees and Refund policy and procedure contactus@git.vic.edu.au prior to submitting this form.

Student details

First name:

Family name:

Address:

E-mail address:

Phone number:

Date of birth:

Student ID:

Course code & title:

Course start date:

Students are to indicate the reason for submitting the refund application. Please refer to the Fees and refund policy and procedure for refund terms, conditions and processes. Contact the Training Manager if you require clarification on any matter.

Reason for Refund Request: (indicate at least one)

- ☐ Visa refused (attach documentary evidence from DHA)
- ☐ Withdrawing from course due to compassionate or compelling circumstances
- ☐ I am changing education providers and I have a valid Letter of Offer from a new education provider
- ☐ I have failed to meet entry requirements / conditions on Letter of Offer
- ☐ Withdrawing from course due to academic issues
- ☐ Withdrawing from course due to personal reasons
- ☐ My enrolment has been cancelled due to a breach of the Code of conduct
- ☐ My enrolment has been cancelled due to a breach of Gippsland Institute of Technology policies & procedures/ code of conduct
- ☐ Other. Please provide details below:

Students must submit verifiable documentary evidence to support their Refund Application. The completed Refund application form and supporting evidence are to be submitted to the Training Manager at contactus@git.vic.edu.au or Gippsland Institute of Technology 4/70 Main Street Pakenham, Melbourne Victoria 3810.

Student's Declaration

- I declare that the information supplied on this form and the information given in support of my application is correct and complete.
- I authorise Gippsland Institute of Technology to obtain official student records from any educational institution necessary to make an informed decision about the application or matters that concern enrolment.

- I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in a delay in the assessment of my application or a withdrawal of the offer of a place.
- I declare that I have reviewed the International Student Fees and Refund policy and procedure and understand the impact of submitting this application on claiming a refund of fees I have paid to the Institute.

Student Signature: _____ **Date:** ____ / ____ / ____

Refunds will be paid via the same method the student paid fees to the Gippsland Institute of Technology. Please provide details of the method of refund payment:

Credit card

Card type: _____ Card number: _____ Expiry date: _____ CCV No: _____

Bank transfer

Bank name: _____ Account name: _____ Account No: _____

Cheque

Name of person the cheque is to be made out to: ★ ★ ★

Postal address: _____

Completed refund applications and supporting evidence are to be submitted to contactus@git.vic.edu.au or to The Training Manager Gippsland Institute of Technology Address: 4/70 Main Street Pakenham, Melbourne Victoria 3810

TO BE COMPLETED BY Gippsland Institute of Technology STAFF ONLY

Refund request: Granted ☐ Declined ☐ Further information requested ☐

Student informed of the outcome of the application ☐

Reason for decline or details of further information requested: _____

Staff name: _____

Date: _____

Signature: _____

This form is to be placed in the student file when Gippsland Institute of Technology processes are complete.