

Refund Request Form

Note: Please make sure that you have read and understood all the related policies – in particular, the Fee Refund Policy – before submitting this form			
Student ID:			
Student Name:			
Enrolled Course(s) (Please list all the courses you are enrolled in)	Course Code:		Title:
	Course Code:		Title:
	Course Code:		Title:
Full Address:			
		Country:	Postcode/ZIP:
(Supporting documents/evidence must be attached. Project Controls Institute may not be able to process a refund if satisfactory reasons and supporting documentation are not provided)	Medical		
	Transfer		
	Other		
Bank Details for Electronic Refund (As applicable)	Bank Name:	Branch Number/BSB:	
	Bank Address:	Account Number:	
	IBAN:	Swift Code:	
Student Declaration:	Declaration: I have fully read and understood the refund policy and understand that the refund can only be made to myself, or a person authorised by me in writing.		
Sign:		Date:	

ADMIN Use Only:

Refund Request	Granted		Declined
If Granted Note: Please refer to Fees & Refund Policy for applicable criteria	Eligibility	Full refund	Amount: A\$
		Partial refund	Amount: A\$
	Applicable Criteria		
	Refund by	Date:	
If Declined	Reason(s) for Decision:		
Notify student			
Approved by	Name:	Signature:	Date:

Please handover this Form at the Reception Desk of Project Controls Institute, Australia or on aus@projectcontrolsinstitute.com