



International College

HAYS INTERNATIONAL COLLEGE

CRICOS Number Provider number 21838

Refund Application Form

1. PERSONAL DETAILS *(complete all sections in BLOCK LETTER using a BLACK or BLUE pen.)*

Surname			Title (please circle)	Mr. Mrs.		Ms
Given Name			Gender (please circle)	Male Fe	male	
Student ID			Date of Birth	/ /		
Course title			Intake Date	/ /		
Mailing Address	Number & Street				Suburb	
	City		State		postcode	
Home Phone			Work Phone			
Mobile						
Email						

2. REASON FOR REFUND *(Please TICK ✓)*

Department of Immigration And citizenship (DIAC) refusal to grant a Student Visa (supporting documentary evidence must be provided)	
Hays International college is unable to provide the program – Provide default	
Withdrawing or cancelling due to compassionate & compelling circumstances (supporting documentary evidence must be provided)	
Transferring to another provider as approved by Hays International College (release letter provided along with Hays International College Transfer Request Form	
Other – please specify	

3. REFUND PAYMENT DETAILS

Refund to Student			Refund to agent	(agent name)		
Payment details for Bank Cheque or Bank Draft:						
Mailing address	Number & Street				Suburb	
	City		State		postcode	
Payment details for electronic payments						
Account details	Bank Name			Account name		
	BSB			Account number		
	Bank address					
	Swift Code					

Student Declaration:

I declare that the information provided by me is true and complete. I have read and understood the Hays International College Refund Policy and acknowledge that my refund request will be processed in accordance with that policy.

Signature			Date	/ /	
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For office use only:

Pre-arrival/commencement refund		Post commencement refunded	
Form received by:		Date received	/ /
Refund proposed by:		Date proposed	/ /
Refund approved by:		Date approved	/ /
Refund sent to the student:		Date sent	/ /
Total amount received: A\$	Deductions: A\$	Amount payable: A\$	