



# NAFET

## National Academy of Further Education & Training

### APPLICATION FOR REFUND

This form must be used to apply for a refund. Please complete this form, and return it to the Administration Department.

<b>Student Name:</b>		<b>Date:</b> /     /	
<b>Student ID:</b>		<b>Course undertaking:</b>	
<b>Agent / Agency:</b>			
<b>Agent Contact Person:</b>		<b>Agent Ph:</b>	
<b>Agent Email:</b>		<b>Agent Fax:</b>	
<b>Agent / Agency Address:</b>			
<b>Refund Reason (Please tick one – all refunds are less the administration fee)</b>			
<input type="checkbox"/> <b>VR</b> - Initial student visa refused – <i>Proof required, application will not be processed until documented evidence has been provided. (Full refund)</i>			
<input type="checkbox"/> <b>VRP</b> - Student visa extension refused – <i>Proof required, application will not be processed until documented evidence has been provided (Refund given for unused portion of monies paid for course for any subsequent semesters)</i>			
<input type="checkbox"/> <b>W12</b> - Withdrawal 12 full weeks prior to course commencement <i>(Full refund)</i>			
<input type="checkbox"/> <b>W4</b> - Withdrawal 4 weeks to 12 full weeks prior to course commencement <i>(75% refund of monies paid for course)</i>			
<input type="checkbox"/> <b>W0</b> - Withdrawal less than 4 weeks prior to course commencement <i>(25% refund of monies paid for course)</i>			
<input type="checkbox"/> <b>WA</b> - Withdrawals after the course or term commences <i>(No refund)</i>			
<input type="checkbox"/> <b>CAN</b> – “Provider Default” : Course cancelled or rescheduled by NAFET <i>(Full refund)</i>			
<input type="checkbox"/> <b>OTH</b> – Other reason(s) as follows: _____ _____			
<small>*All refunds other than “CAN” will be made within 28 days of receipt of application and all required documentation. Refunds due to “CAN” will be made within 14 days of “Provider Default”.</small>			
<b>Refund Details (Refund application will not be processed without the following details)</b>			
<b>Refund Method (please tick one):</b> <input type="checkbox"/> Bank Draft <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Telegraphic Transfer <input type="checkbox"/> Cheque			
<b>Payee Name / Account Holder:</b>			
<b>Bank Name:</b>		<b>Branch Name:</b>	
<b>BSB:</b>	<b>Account No:</b>	<b>Swift Code:</b>	

**Student Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>OFFICE USE ONLY</b>		
<b>Documented evidence provided:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No – Do not process application until full documentation received		
<b>Refund outcome:</b> <input type="checkbox"/> Accepted <input type="checkbox"/> Refused		<b>Amount Refunded:</b>
<b>Comments:</b> _____ _____		
<b>ACTIONED</b>	<b>Name:</b> _____	<b>Signature:</b> _____
		<b>Date:</b> _____