



Refund Request Form

1. Personal Detail:

First Name:		Last Name:	
Date of Birth:		Student ID:	
Course Name:			
Course Start Date:			
Agency Name (If Applicable):			
Student Australian Address:			
Mobile Number:		Email Address:	
Reason(s) for Refund Request: <i>(Please attach necessary documents)</i>	<input type="checkbox"/> Visa Refused by Department of Home Affairs. <input type="checkbox"/> Enrolment withdrawal/cancelled. Please write down your reason. <div style="border: 1px solid black; height: 40px; margin: 5px 0;"></div> <input type="checkbox"/> Other, please specify: <div style="border: 1px solid black; height: 60px; margin: 5px 0;"></div>		

2. Bank Detail: (Once refund request is approved, I wish to receive the refund amount by one of the following payment methods)

To Student's Australian Bank Account:

Name of Bank:			
Account Name:			
BSB Code:		Account Number:	

To Student's Overseas Bank Account: (an International Bank Fee of \$25 will be applied)

Name of Bank:			
Bank Address:			
Account Name:			
BSB Code:		Account Number:	
SWIFT Code:		Bank Account Currency:	
Payee's Overseas Phone Number:			
Payee's Overseas Home Address:			



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To Alternative Payee

Student's Authorisation:	<input type="checkbox"/> I, <input type="text"/> wish to authorise <input type="text"/>		
	DOB <input type="text"/> to collect/receive the payment on my behalf.		
	Relationship with Student: <input type="text"/>		
	Student's Signature for Approval: <input type="text"/>		
<i>Note: Authorised person must have a valid photo identification with DOB.</i>			
Name of Bank:	<input type="text"/>		
Account Name:	<input type="text"/>		
BSB Code:	<input type="text"/>	Account Number:	<input type="text"/>

I acknowledge that I have gone through the terms and conditions outlined in the refund policy of Liberty Construction College (<https://libertycollege.edu.au/international-student-refund-policy/>) before applying my application for REFUND REQUEST FORM.

Student's Signature:

Date (dd/mm/yyyy):

OFFICE USE ONLY	
Date Form Received:	Received By:
Invoice Number:	Invoice Date:
Date Paid:	Mode of Payment:
Refunded By:	Reference: