

# Refund Request Form

Please lodge this form in order to apply for a refund. Complete all sections of this form, and return it to our main office either by post or in person. Postal details are on the bottom of this form.

Refunds can take up to 28 days to process.

Please note that GIC will not be responsible for any delays in payment if incorrect payment information is given.

## Section 1 – Student Details

<b>Name:</b>			
<b>Student No:</b>		<b>Date of Birth:</b>	
<b>Email:</b>			
<b>Course:</b>			

## Section 2 – Refund Details

I request a refund for the following:

<b>Amount:</b>	\$
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**Reason for refund: (Please attach any supporting documentation)**

<input type="checkbox"/> Visa Refusal <input type="checkbox"/> Visa Renewal Refusal <input type="checkbox"/> Visa Breach of Condition <input type="checkbox"/> Other, Description _____	<input type="checkbox"/> Cancellation <input type="checkbox"/> Withdraw <input type="checkbox"/> Transfer	<input type="checkbox"/> Credit Transfer <input type="checkbox"/> Deferment
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## Acknowledgement

I understand that my request for a refund will be processed in accordance with the GIC Refund Policy.

## Bank Details of Student/Nominated Representative

<b>Bank Name &amp; Address</b>			
<b>Account Holder Name:</b>		<b>Account No.</b>	
<b>BSB Number:</b>		<b>IBAN Number:</b>	
<b>Swift Code:</b>		<b>IFSC Number:</b>	
<b>Student Signature</b>		<b>Date:</b>	/ /

**Section 3 – (Office Use Only)**

**Please tick the type of Refund:**

Withdrawal     
  Cancellation     
  Transfer     
  Other (please specify)

**This Refund is:**

APPROVED     
  DENIED     
  ADJUSTED TO \$

	Amount in Aud \$	Total amount
<b>Amount received</b>		
<b>Less cancelation fee</b>		
<b>Less application fee</b>		
<b>Bank Charges (For International Transfer)</b>		
<b>Other Deductions (if any) _____</b>		
	<b>Total Amount of Refund</b>	

**Refund Method is:**

EFT / CC     
  Cheque     
  Credit to Students GIC Ongoing Account

Refund payable to       Student       Agent

**Student Records Updated**     
  Yes     
  No     
**Date:**      /      /

**Signed:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date Processed:** \_\_\_\_\_