

## Refund Request Form

Please refer to SIIT Refund Policy and Procedure for further details via SIIT website: [www.siid.nsw.edu.au](http://www.siid.nsw.edu.au).

Student Details			
Student's Name:		Student ID:	
Passport Details:	Country:	Passport No:	Date of Birth:
Contact Details in Australia			
Address:			
Email Address:		Phone No:	
Course Details			
Course Name:			
Date of Commencement:			
Have you been enrolled with SIIT for more than 6 months (please circle):	Yes	No	
Reason for Refund:			
Bank Details:			
Bank:		BSB No.:	
Account Name:		Account No.:	
Student Declaration:			
<p>I hereby declare that all the information and documents provided are true and genuine.</p> <p>I have been informed of the SIIT Refund Policy before/on Orientation Day and I am aware of the procedure.</p> <p>If the student applies for deferral in line with SIIT Deferral Policy (and the deferral has been approved), the refund policy applies from the Original Date of Enrolment, Not the Deferred DATE.</p> <p>Documents attached:</p> <p>1. _____ 2. _____</p> <p>3. _____ 4. _____</p> <p style="text-align: center;"><b>Student's Signature:</b> _____ <b>Date:</b> _____</p>			

Office Use Only:			
Received by:	<i>(SIIT Officer's Signature)</i>		Date:
Approved by CEO/Course Coordinator/Finance Manager?	Yes	No	Approved by:
Reason			
Was the student notified of the outcome via email or letter?	Yes	No	
All relevant documents are filed in the student personal file?	Yes	No	
Student Management Database updated?	Yes	No	
Notified DET and DIBP via PRISMS?	N/A	Yes	No
Signature	Date		
Any other comments:			