

Fee Refund Form	
Relevant Standards SRT0 2015: 5.3, 7.3 The National Code 2018: Standard 2, 3	Linked Documents Student Fess Policy Fee Refund Policy and Procedure Student Agreement

Student to complete the following form and email to sso@hic.edu.au

Note: Please make sure that you have read and understood all the related policies – in particular the Fee Refund Policy – before submitting this form				
Student ID (if Given)				
Student Name				
Enrolled Course(s) <i>(Please list all the courses you are enrolled in)</i>	Course Code		Title	
	Course Code		Title	
	Course Code		Title	
Full Address				
	Country		Postcode/ZIP	
Reason(s) for Request for Refund – Fill in the Details <i>(Supporting documents/evidence must be attached. Highgate International College may not be able to process a refund if satisfactory reasons and supporting documentation is not provided)</i>	Medical			
	Visa Related			
	Transfer			
	Other			
Bank Details for Electronic Refund (As applicable)	Bank Name		Branch Number/BSB	
	Account Holder's Name			
	Bank Address		Account Number	
	IBAN		SWIFT Code	
Student Declaration and Signature	Declaration: I have fully read and understood Highgate International College's refund policy and understand that the refund can only be made to myself or a personal authorised by me in writing.			
			Date	

ADMIN use only**Process Flow: >>Student Admin >>CEO >>Response to the Student**

Refund Request	<input type="checkbox"/> Granted		<input type="checkbox"/> Declined
If Granted Note: Please refer to <i>Fee Refund Policy</i> for applicable criteria	Eligibility	<input type="checkbox"/> Full Refund	Amount: A\$
		<input type="checkbox"/> Partial Refund	Amount: A\$
		Date:	
If Declined <i>Notify Student</i>	Reason(s) for decision:		
Approved by	Name	Signature	Date: