Form No:	CF-020A	
Form Name:	Student Refund Request Form-International	

AREA OF SERVICE- STUDENT REFUND REQUEST FORM-INTERNATIONAL

1. A refund request form must be submitted to Finance via email or in person for verification and approval.

2. Evidence of student enrolment fee payment must be attached.

Staff member requesting refund:	
Student Name:	
Student Address:	
Cheque to be made out to: (Include address if not the same as student)	
Course Code & Name:	
Date enrolment:	
Amount paid to RTO:	
Payment method:	☐ **EFT** (Please provide details) Name of Bank: Branch: Account Name: City: Province State: BSB/SWIFT: Account Number: ☐ **Cash** ☐ **EFTPOS** ☐ **Credit Card** ☐ **Cheque** ☐ **Money Order**
Payment given to:	☐
Any receipt attached:	☐ Yes (must be attached) ☐ No
Reason for Refund Request:	☐ Work commitment ☐ Illness / medical ☐ Family commitment ☐ Financial issue ☐ Delivery hours changed – refund $_____ ☐ Returning to Home Country ☐ Visa Cancelled/Refused ☐ Other (please write below)

Office Use				
Verification Process (by Reception)	1) Payment found & tally in student payment spreadsheet	☐ Yes	☐ No	☐ N.A.
	2) Student enrolled in Student management system?	☐ Yes	☐ No	☐ N.A.
	3) Student commenced Training in Student management system?	☐ Yes	☐ No	☐ N.A.
	4) Withdrawal done in Student management system?	☐ Yes	☐ No	☐ N.A.
	5) Inform Admin to withdraw student via email	☐ Yes	☐ No	☐ N.A.
	The above verified & done by:			
Remarks by Finance:	☐ Approved ☐ Rejected ☐ Need verification			
Amount received:	$			
Amount to be refunded:	$			
Authorised By Finance (name & Signature)				
Refund method:	☐ Cheque ☐ Cash ☐ EFT			
Refund date & Reference:				
Done by Reception: (Name & initial)	1) Photocopy Cheque or evidence to attached to refund request ☐ Yes ☐ No			
	2) Highlight red & enter refund details (Chq number – date – reason of refund) in student fee payment spreadsheet ☐ Yes ☐ No			
	3) Send email to BD for the refund details ☐ Yes ☐ No			
	4) File this refund request into folder ☐ Yes ☐ No			

Declaration (Please read all the declaration before you sign the declaration):

☐ I confirm that I have provided my bank details to Montford International College for financial transactions and related matters.

☐ I understand that these bank details will be used by Montford International College exclusively for refund purposes.

☐ I declare that the bank details provided below are accurate, and I will promptly notify the Montford International College of any changes or updates to these details to ensure the uninterrupted processing of financial matters.

☐ If the beneficiary provides incorrect account details at the time of refund, the beneficiary will bear any charges or costs related to the transfer.

…………………………..   …………………………….

Student's Signature   Date