

## Refund Application Form

### INFORMATION

- All applications for refunds must be made in writing by way of the *Application for Refund Form* and submitted to the administration department of KIA.
- Please complete this form using blue or black ink only.
- For information on the payment of fees and refunds, refer to Kensington Institute of Australia's Fees and Refund Policy.
- Refunds will be made in Australian dollars by bank Cheque or electronic bank transfer.

### PERSONAL DETAILS

<b>Family Name:</b>			
<b>Given Name/s:</b>			
<b>Date of Birth:</b>		<b>ID No.:</b>	
<b>USI:</b>		<b>Email Add.:</b>	
<b>Mobile No.:</b>		<b>Phone No.:</b>	
<b>Semester:</b>		<b>Year:</b>	
<b>Australian Address (Must be Completed)</b>		<b>Overseas Address (Must be Completed)</b>	
<b>Postcode:</b>		<b>Postcode:</b>	
<b>Phone No.:</b>		<b>Phone No.:</b>	

### METHOD OF REFUND – Please choose one of the following options.

Option One: <input type="checkbox"/>	Company Cheque AUD to be picked from AIA (unless otherwise specified). Payable to: _____
Option Two: <input type="checkbox"/>	Student's Bank Account. This will be deposited in the following Bank a/c details. Name of Bank: _____ City: _____ Country: _____ Account Name: _____ Branch Code & Account No: _____

Option Three: <input type="checkbox"/>	Bank transfer. Can only be sent to bank overseas. Name of Bank: _____ No. & Street: _____ City: _____ Country: _____ Account Name: _____ Branch Code & Account No: _____
--	---

### REASON FOR REFUND

- Read this section carefully and tick the appropriate reason(s)
- Please ensure that all required documentation is attached to this form when it is lodged at KIA.
- Failure to submit all required documents will delay authorization and processing of your refund.

REASON	REQUIRED DOCUMENT/S
<input type="checkbox"/> Leave of absence	Copy of leave of absence form approved by KIA
<input type="checkbox"/> Withdrawal from course	Provide valid reasons
<input type="checkbox"/> Did not meet entry condition(s) of offer or program	Proof of inability to meet condition(s)
<input type="checkbox"/> Visa rejected/cancelled (Australian Government)	Copy of letter(s) from the Australian Embassy/High Commissioner/DIMA verifying the cancellation or rejection of visa
<input type="checkbox"/> Transfer to another institution	Release letter
<input type="checkbox"/> Student overpaid	
<input type="checkbox"/> KIA cancels program or program ceases to be provided	
<input type="checkbox"/> Others (specify)	

### DECLARATION:

I hereby apply for a refund of fees paid and acknowledge that this refund application will be processed in accordance with KIA Fees and Refund Policy, which I have read and understood.

Student's Signature		Date	
---------------------	--	------	--

### FOR OFFICE USE ONLY

Received by:	
Date received:	
Refund authorized by:	
Date of refund payment:	

Total amount	Deductions	Amount of refund

---

### In Case of Disapproval

Disapproved by:

Comments (Reasons of disapproval):

--

Date:

### For Office Use Only

Letter sent to the student with outcome of the refund application:

Yes  No

Date of the letter sent:

Date Entry complete in the refund register:

Entry done by:

Signature:

Date: