



Refund Request Form

Student Details:

Student Name	
Student ID	
Contact Details	Email:
	Phone/mobile:
Date of Request	
Course Details	Course Code:
	Course Name:

Definition:

Refund: this applies to WSTC fee paying students who approve refund payments of any unused tuition fee to the student's nominated account.

Note: Send your completed form with supporting documents if applicable via email to info@wstc.edu.au

Reason for the refund request	
Supporting Documents Provided if applicable <i>Please refer to our guidelines when submitting supporting documentation</i>	
Signature of Applicant	
Nominated Bank Account Details for refund / credit: <i>Please nominate the bank account which the refund / credit is to be paid</i>	Account Holders Name:
	Bank: Address of Bank:
	BSB:
	Account Number:
	SWIFT Code (if applicable):



Office Use Only: Please ensure all action is complete & signed on page 1 & 2

<i>Action Required</i>	<i>Department</i>	<i>Officers Signature</i>	<i>Date</i>
Received & reviewed documentation from Student	Admission Office		
Application forward, reviewed & processed	Accounts		
Student Informed of Outcome: <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Accounts has sent notification to student via email re: approval or disapproval of the refund request		
Student VET tuition fees Adjusted/Refunded/Credited	Accounts/Admission Officer		
Student Records filed	Administration		