



STUDENT REFUND APPLICATION FORM

This form must be used by students applying for refund applications and addressed to the Campus Manager. If refund applications are lodged in any other way the applicant will be contacted by the college and required to complete the Student refund application form;

Course name

Student ID

Family name

Given names

Contact Email

Reason for refund application

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BANK DETAILS <i>*(If approved, refund to be deposited into the nominated account)</i>	
Account name:	
Account number:	
BSB:	
SWIFT/ IBAN OR IFSC <i>*(If applicable)</i>	
Bank Address: <i>*(International Banks only)</i>	

**International refunds attract higher charges, which will be deducted from your refund.*

Declaration

I hereby apply for a refund of fees paid and acknowledge that this refund application will be processed in accordance with Latitude Colleges Refund Policy, which I have read and understood.
If you unhappy with the colleges decision you can lodge a formal internal appeal with the Campus Manager. This formal appeal should be in writing on the student appeal form. You have twenty (20) working days from the date of this letter to submit a written letter (notice of appeal) to the campus manager.

Student signature Date