Refund Application Form

Note: Application for a refund must be made by completing the Refund Application Form and submitting it to AIPT's Finance Department. The form can be obtained from the Institute's website and should be submitted either in person at the reception or by sending an email to admin@theaipt.edu.au Attention to "Finance Department."

The Institute will evaluate the refund application and determine whether the student is eligible for a refund. Regardless of the outcome, the student will receive written notification within 20 working days of the refund application's receipt. The notification will include an explanation of how the refund amount was calculated. The refund will be issued to the student directly, or to a person designated in writing by the student. If the application is withdrawn or cancelled, the student must provide notification by submitting a "Cancellation Form." Please note that any refunds mentioned in the table below do not include the non-refundable administration/enrolment fee, which is required at the beginning of the course. This fee is mandatory and covers all administrative processes related to enrolment.

☐ Domestic Student	☐ International Student

STUDENT DETAILS	
Family name:	Given name:
Student ID:	Date of Birth:
Student email address:	Mobile No:

TUITION FEES REFUND COURSE DETAILS		
☐ BSB80120 Graduate Diploma of Management (Learning)		
☐ BSB50820 Diploma of Project Management	☐ BSB60720 Advanced Diploma of Program Management	
☐ CHC30121 Certificate III in Early Childhood Education and Care	☐ CHC50121 Diploma of Early Childhood Education and Care	
Has the course already been commenced?	☐ Yes	☐ No
Course commencement date:		

REASON FOR REFUND REQUEST (Evidence to be attached)	
☐ Course cancelled or rescheduled by AIPT (Provider default)	☐ Leave of absence
☐ Family/Personal/Financial Reasons	☐ Failure to meet English Requirement
☐ Medical Reasons	☐ Refused student visa
☐ Study at another registered provider	☐ Domestic Student Withdrawal
☐ Other compassionate and compelling circumstances (Please specify):	

BANK DETAILS FOR DEPOSIT OF REFUND (If approved)		
☐ Electronic Funds Transfer (EFT) - Australian bank account		
Account Name:	Bank Name:	
Account Number:	BSB:	
☐ Credit Card details for refund		
Card Holder's Name:	Expiry Date:	
Card Number:		CVV:
☐ Overseas Telegraphic Transfer - overseas bank account		
Account Holder's Name:	Bank Name:	
Account Number:		
Account Holder's Address:		
Bank Address:		
SWIFT code:	IFSC code: (India only)	
IBAN Number: (EU countries)		

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DECLARATION

☐ I have read and fully understood the Refund Policy.

☐ I understand that completing this form does not guarantee a refund.

☐ I authorise AIPT to pay my refund to the nominated Bank Account as specified in this form. I understand that the accuracy and legibility of the provided banking details are my sole responsibility.

☐ I declare that the above information is true and correct. I acknowledge that withholding relevant information or providing incorrect information may delay the processing of the application.

☐ I declare that the information I have provided on this form is true and complete and that it is my responsibility to provide the necessary documentation to support my application.

Student Signature:	Date:

FOR OFFICE USE ONLY

Date of Submission:	Staff name:	Staff signature:

Students' education agent notified: ☐ Yes ☐ No	Date notified:

Application approved: ☐ Yes ☐ No

If not approved, why?

Name:	Position:	Signature:	Date:

Further Comments: