



## Refund Application Form

Refund applications must be made in writing and submitted to the College Directors, using this Form. The application must outline reasons for the refund and provide where appropriate supporting documentation.

Please refer to the Fees, Charges and Refund Policy and Procedures for further information.

Name: _____		
USI: _____	Date: _____	
Reason for applying for refund:		
List of attached supporting documentation to support this application (if applicable):		
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>		
Application Outcome		
<input type="checkbox"/> Approved	<input type="checkbox"/> Further Evidence Requested*	<input type="checkbox"/> Declined
*Details of further evidence requested:		
Refund Calculation details (approved applications only):		
Directors Signature: _____		
Directors Name: _____	Date: _____	

**Admin Only:** This Refund Application Form must be date stamped and maintained in the student file.