



# Refund Application Form

<b>First Name:</b>	<b>Student ID Number:</b>
<b>Last Name:</b>	<b>Date of Birth:</b>
<b>ECoE Start Date:</b>	<b>Date of Application:</b>
<b>ECoE End Date:</b>	<b>Signature of Applicant:</b>
<b>Contact Number:</b>	<b>Name of Lecturer:</b>
<b>Email Address:</b>	<b>Deadline:</b> office use only
<b>Officer Received Date:</b>	office use only
<b>Current Residential Address:</b>	

Please tick one of the below training packages as per your ECoE course name.

- THH                       SIT

Please tick one or more of the following options to indicate the relevant course.

- |   |   |
|---|---|
| <input type="checkbox"/> Certificate III Asian Cookery      | <input type="checkbox"/> Certificate IV Asian Cookery |
| <input type="checkbox"/> Certificate III Commercial Cookery | <input type="checkbox"/> Certificate IV Asian Cookery |
| <input type="checkbox"/> Certificate III Patisserie Cookery | <input type="checkbox"/> Certificate IV Asian Cookery |
| <input type="checkbox"/> Diploma of Hospitality             |   |

Please state the date your ECoE is required to be cancelled.

date	month	year
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Please tick one of the following conditions for refund.

- Provider default     Student default

If student default please tick or state the reason.

- VISA rejection     Voluntarily withdraws     unable to fulfil the conditions specified in an IHMA letter of offer

- Special circumstances are evident (with attachment of evidence)

- Other \_\_\_\_\_

Do you have an Education Agent? If Yes, please fill in his or her name or business name.

How would you evaluate your agent performance?

- Very Good     Good     Average     Poor     Bad : Reason \_\_\_\_\_

Office Use

<b>Finance Review by:</b>		<b>Stamp of Approval for refund</b>
<b>Date of Review:</b>		

Data and Student's File Updates

Data	Name of Officer	Date
PRISMS cancel? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Quickbook		
Wisenet		
Copy on Student Administration File		
Certificate Register		
Student File Archive? Yes <input type="checkbox"/> No <input type="checkbox"/>		