



Refund Request Form (Adult)

Student Details:

Student name:	
Student ID:	
Address:	
Date of birth:	
ID Document* number:	
Reason for withdrawal:	

** For Overseas Students or intending Overseas Students, the ID Document must be a passport. Non-student visa holders (including Australians) may use a photo ID issued by an Australian government department.*

Direction to pay

I confirm that I am the Student named above and now make an application for a refund, due to the reason for withdrawal above. If my application is successful, I direct Australian Pacific College and/or English Unlimited (APC/EU) to pay:

- ☐ Me, the Student named above; or
☐ the Specified Person in the Specified Person Schedule below.

Specified Person Schedule	
Name of Specified Person:	
Address:	
Email:	

Bank account details

I direct Australian Pacific College and/or English Unlimited (APC/EU) to pay the refund to the following bank account (select 1 option only):

☐ **OPTION 1**

Overseas bank account	
Bank name:	
Account name ¹ :	
Account number:	

¹ The Account name must be in the name of the Student or Specified Person.



SWIFT code:	
IBAN (if applicable):	

☐ **OPTION 2**

Australian bank account

Bank name:	
Account name ² :	
BSB:	
Account number:	

Acknowledgement and Agreement

I, the Student named above, acknowledge and agree to the following:

1. The refund application will be processed within 4 weeks after receipt of all relevant documents from me, including identification documents and subject to APC/EU being reasonably satisfied with the documents.
2. My application for refund will be assessed according to the Cancellation, Withdrawal and Refund Policy and the ESOS Act (if applicable), and that I may not be entitled to any refund.
3. Once APC/EU has paid the refund in accordance with my Direction to pay, I will not make any claim, commence any proceeds or take any action against APC/EU for compensation or otherwise in respect of any loss I may suffer.
4. I fully indemnify and hold harmless APC/EU against any and all claims or proceedings that may be made against APC/EU by any other party, as a result of APC/EU making a refund in accordance with my direction to pay, including for any legal or other expenses incurred by APC/EU to defend any claim or proceedings.
5. If the reason for withdrawal is due to *student visa refusal*, this Refund Request Form will be taken to be my course variation request to withdraw my enrolment at APC/EU.
6. APC/EU will not pay the refund (if any) until APC/EU is satisfied with my identity.
7. If I have selected payment of the refund to a Specified Person, the Specified Person Schedule above will automatically replace the Specified Person Schedule in, and vary the Letter of Offer.
8. Once APC/EU has transferred payment to the Specified Person, I will not make any claim, take any action or commence any proceedings against APC/EU for failure to pay the refund and in this respect I will indemnify APC/EU against loss or damage suffered as a .

**Student's
signature**

Student's Signature

² The Account name must be in the name of the Student or the Specified Person.



	Date: _____
Witness' signature	<p>I confirm that I witnessed the student sign the agreement above;</p> <p>_____</p> <p>Witness' signature</p> <p>_____</p> <p>Witness' name</p>
<p>Attachments</p> <p>BOTH You and the Witness MUST attach with this Refund Request Form, <u>Clear and legible</u> copies of <i>Government issued identification</i> document (i.e. Passport, Drivers License, identity card) clearly displaying your signatures.</p> <p><i>Failure to provide the documents above will result in a delay of payment of the refund (if any).</i></p>	