

Refund Request Form

Details		Refund Type	Tick
Student Name		VISA Refusal	
Student ID:		VISA Renewal Refusal	
D.O.B.		VISA Breach of Condition	
Contact Details:		Withdrawal	
Course Name:		Transfer	
Course Code:		Cancellation	
Course Intake:		Evidence Attached:	

Section 1

I request a refund for the following:

Invoice Number:

Reason: (Please attach any supporting documentation)

Section 2

Acknowledgement

I understand that my request for a refund will be processed in accordance with Orange International College Refund Policy. I also understand that I shall have 20 days to access the Complaints and Appeals process, should I not agree with the outcome or decision.

Signature of Applicant

Account Name:

Bank :

Branch:

BSB No.

Account No.

Authorisation					
Authorisation for Processing					
Action to be taken:	APPROVED	<input type="checkbox"/>	DENIED	<input type="checkbox"/>	ADJUSTED AMOUNT \$
Comments:					
Signed:				Position:	
Print Name:				Date Processed:	
Amount to be refunded:					

Admin Use Only					
Refund Register					
Logged in Refund Register:	Yes	No	Date:		
Logged By:			Signature:		
Refund Processed					
Formal Letter Sent:	Yes	No	Date:		
Sent By:			Date:		
Appeal of Decision					
Appeal Lodged:	Yes	No	Date:		
CAF Number:			Date:		