# Refund Request Form

| | |
|---|---|
| **Note**: Please make sure that you have read and understood all the related policies – in particular, the Fee Refund Policy – before submitting this form | |

| | | | | |
|---|---|---|---|---|
| **Student ID:** | | | | |
| **Student Name:** | | | | |
| **Enrolled Course(s)** (Please list all the courses you are enrolled in) | Course Code: | | Title: | |
| | Course Code: | | Title: | |
| | Course Code: | | Title: | |
| **Full Address:** | | | | |
| | Country: | | Postcode/ZIP: | |
| **Reason(s) for Request for Refund** – Fill in the Details<br><br>(Supporting documents/evidences must be attached. Platinum Education may not be able to process a refund if satisfactory reasons and supporting documentation is not provided) | Medical | | | |
| | Visa related | | | |
| | Transfer | | | |
| | Other | | | |
| **Bank Details for Electronic Refund** (As applicable) | Bank Name: | | Branch Number/BSB: | |
| | Bank Address: | | Account Number: | |
| | IBAN: | | Swift Code: | |
| **Student Declaration:** | Declaration: I have fully read and understood refund policy and understand that the refund can only be made to myself or a personal authorised by me in writing. | | | |

| Sign: | | Date: | |
|-------|---|-------|---|
| | | | |

ADMIN use only:

| Refund Request | Granted | | Declined |
|----------------|---------|---|----------|
| If Granted | Eligibility | Full refund | Amount: A$ |
| | | Partial refund | Amount: A$ |
| Note: Please refer to Fees & Refund Policy for applicable criteria | Applicable Criteria | | |
| | Refund by | Date: | |
| If Declined | Reason(s) for Decision: | | |
| Notify student | | | |
| Approved by | Name: | Signature: | Date: |

Please handover this form at reception desk of Platinum Education at Info@platinumeducation.qld.edu.au