PRIMUS ENGLISH

Level 3, 123 Lonsdale St
Melbourne 3000 VIC Australia
CRICOS Code 02855C

Application for Refund

PERSONAL DETAILS

Surname:_____ **Student No.:** _____

Given Name:_____

Date of Birth (dd/mm/yy)_____/_____/_____ **Passport No.:** _____

Current Australian address: _____

Suburb or Town:_____ **State:**_____ **Postcode:**_____

Telephone Number:_____ **Mobile:**_____

Overseas Address:_____

Suburb or Town:_____ **State:**_____ **Postcode:**_____

Telephone Number:_____ **Mobile:**_____

E-mail: _____

METHOD OF REFUND – Please choose one of the following options

Option 1: ☐ **Cheque (AUD) to be collected from Primus English (unless otherwise specified).**

        Payable to: _____

Option 2: ☐ **Australian Bank Transfer**
        Name of the bank: _____

        Account Name: _____

        Account Number: _____

        BSB/branch code: _____

Option 3: ☐ **International Bank Transfer**

Name of the bank: _____

Bank Address: _____

City: _____

Country: _____

Account Holder Name: _____

Account code: _____

Branch code: _____

Swift/ BIC code: _____

Account Holder Address (This address need to match with the address provided in

the bank): _____

_____

I (i) Bands: (compulsory for any English or European refund

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REASONS FOR REFUND

Read this section carefully and tick the appropriate reason(s). Please ensure that all reason is attached to this form when it is lodged

at Primus English. Failure to submit all required documents will delay authorization and processing of the refund.

REASON	REQUIRED DOCUMENTS
☐ **Leave of Absence**	**Copy of Leave of Absence Form approved by**
☐ **Student didn't meet the conditions of offer**	**Proof of inability to meet conditions. (Administrative fee applies if proof is not submitted)**
☐ **Withdrawal from course**	**Copy of Withdrawal Form approved by Primus English**
☐ **Student visa rejected/cancelled**	**Copy of letter(s) from the Australian Embassy/High Commission/ DIBP verifying the cancellation or rejection of visa**
☐ **Change of visa status: Permanent residency**	**Copy of Passport AND** **Copy of permanent residency visa** **Date of PR____/_____/_____**
☐ **Student has overpaid**	**Copy of overpaid receipt approved by Primus English**
☐ **Other reason**	**Copy of self Declaration statement why need refund**

Student Signature:_____**Date:**_____/_____/_____

FOR OFFICE USE ONLY

RECEIVED BY STUDENT ADMINISTRATION		
Signature:_____**Date:**_____/_____/_____		

FINANCE OFFICER		
Amount paid	**AUD**	**Receipt no.**
OSHC paid	**AUD**	**Date**
Draft/TT cancel fee **AUD 25**	**YES NO**	
Admin fee W/D from **Course**	**YES NO**	**Date: / /**
Course code		
Finance officer		