



Refund Application Form

About this form

This form is to be used when making an application for a refund. Please note that in the event we cancel the course before or after commencement, you do not need to complete this form and a refund will be automatically provided to you, as per our Fees and Refunds Policy and Associated Procedures.

All refunds will be processed in accordance with the information included in the International Student Handbook about fees and refunds, the ESOS Act 2000 and Standard 3 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018. The provision of bank details below is taken to mean that you authorise payment to that account.

Student details

Given name/s			
Surname			
Date of birth		Gender	☐ Male ☐ Female ☐ Other
Nationality		Student number	
Unique Student Identifier (USI)			
Address including street number and name, suburb or town, postcode and country			
Postal address (if different)			
Phone number/s			
Email address			

Reason for a refund

Important note: If withdrawing or discontinuing please provide a full explanation and attach it to this refund form, including any supporting documents (e.g. medical certificate, flight ticket, payment of airfares, visa rejection, etc.).

Amount of fees paid:	
----------------------	--

Please briefly describe the reason you are seeking a refund.



--

Agency details (if applicable)

Agency name	
Agent name	
Phone number	
Email	

Bank details

Note: If you paid through an agent, the refund will be paid to them. Please contact your agent.

Bank name	
Country	
BSB or Swift Code	
Account name	
Account number	
Beneficiary address	
Student number	

Student declaration

Name	
Signature	
Date	

Privacy notice

Ransford College collects the information on this form to assess and process your refund application, in line with the 2025 Standards for Registered Training Organisations, the ESOS Act 2000 and the National Code 2018. Information is handled in accordance with the Privacy Act 1988 (Cth) and Ransford College's Privacy Policy, available on request.

OFFICE USE ONLY

Refund calculations: (write the calculations of the refund below)



☐ Decline	☐ Approve — in the sum of \$
Authorised person name	
Signature	
Date	