

Refund/Credit to Account Application



TAFE Queensland
Queensland Government

Department of
Education, Training and the Arts

All refunds are subject to TAFE Queensland institute approval and must comply with guidelines detailed in the Vocational Education, Training and Employment Act 2000. Please ensure you have read and understood the attached refund policy. If classes have commenced, you may not be eligible. An administration charge will apply to some refunds. If materials have been issued, material fees may not be refunded.

Student number:	Date of birth: / /
Student name:	Contact telephone:
Enrolment paid by: <input type="checkbox"/> Myself (student) <input type="checkbox"/> Third party – <i>If so, name:</i>	

Reason for refund request (*evidence should be attached*):

If your application for refund is approved, please indicate how you want it processed:

Credit left on account for further study

Refund paid

Who is the refund to be paid to?

Myself (student)

Third party (eg Job Network Agency, Parent/Guardian)

This section must be completed if the refund is being paid to a third party

Is the third party an:

Individual – if so, full name of refund recipient: _____ Date of birth: _____

Organisation – if so, name of organisation: _____

Address of organisation: _____

How would you like the refund to be issued?

Post cheque

Refund payment made to _____

Mailing address _____

Paid directly to bank account (If you wish to have your refund credited to your bank account please complete the following)

BSB _____ Account number _____ Account name _____

Bank name & location _____

Signature (*student*): _____ **Date** ____/____/____

The Department of Education, Training and the Arts is collecting this enrolment information for general student administration as well as for planning, communication, research, evaluation and marketing activities undertaken by the department. Only authorised departmental officers have access to this information. Your personal information may be disclosed to Commonwealth and State Government Agencies. If you are an apprentice/trainee, your personal information, attendance details, progress and results will be disclosed to your employer. If you are under the age of 18 years your personal information, attendance details, progress and results may be disclosed to your parent/guardian. No further access to your enrolment information will be provided to any other organisation or persons without your consent or unless authorised or required by law, in accordance with the Information Privacy Principles.

Office use only	
<p>DROP PROCESSOR TO COMPLETE:</p> <p>Change of enrolment processed: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is the refund admin charge to be applied: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Overpayment of fees: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>ID card: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Material fee refund (RPL) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>* Refund amount should reflect the individual student's costs, rather than the generic course costs.</p> <p>Name: _____</p> <p>Signature: _____</p>	<p>REFUND AUTHORISED BY</p> <p>Signature: _____</p> <p style="text-align: center;"><i>Director</i></p> <p>REFUND TOTAL</p> <p>\$ _____</p> <p>Date: ____/____/____</p> <p>NON-APPROVAL LETTER SENT TO STUDENT</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Date: ____/____/____</p> <p>REFUND PROCESSED BY</p> <p>Name: _____ Date: ____/____/____</p> <p>Signature: _____</p>