

Fee Refund Application Form

Personal Details					
Surname:		Title: Mr/Mrs/Miss/Ms/Dr	Date of birth:	/ /	
First name:		Middle name/s:			
USI Number:					
Home address:					
			Postcode:		
Postal address: (if different from above)					
			Postcode:		
Home phone:	()	Work:	()		
Mobile:		Email:			
Refund Details					
For which course are you seeking a refund?					
Course Name:		Start Date:	/ /		
Reason for Refund:					
<input type="checkbox"/> Course Cancelled by EIA		<input type="checkbox"/> Enrolment cancelled prior to course commencement			
<input type="checkbox"/> Failed to commence		<input type="checkbox"/> Other			
<i>(Please attach documentary evidence)</i>					
Declaration					
<input type="checkbox"/> I have read and understood EIA's Refund Policy and Procedure Student Signature: _____ Date: ____/____/_____ Print Name: _____					

Fee Refund Application Form

Refund Payment Instruction (to be completed by Student)

Please Note: Payment made via Credit Card initially will be refunded back on the same Credit Card ONLY

<input type="checkbox"/> Electronic Payment to Australian Bank		<input type="checkbox"/> International Bank Account	
BSB		Swift Code	
Account Number		IBAN	
Account Name		Account Name	
Bank		Bank Name	
Branch		Bank Address	

Please return completed form to:

ATTN: Operations Manager
PO Box 410, Abbotsford, Victoria 3067

OR Email: info@eia.vic.edu.au

Office Use Only

Received By		Date Received	
Refund Sent to Student		Date Sent	
Total Amount Paid		Deduction (\$AUD)	
Total Amount of Refund(\$AUD)			
Refund Approved		Date Approved	