



**STUDENT FEE REFUND REQUEST**

Student Number: \_\_\_\_\_

First Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**REFUND DETAILS - I request a refund of fees paid by the following method**

Refund to **Australian** Bank Account  
(for payments made by BPAY, cheque, TT)

BSB

Account No.

Bank Name: \_\_\_\_\_

Branch: \_\_\_\_\_

Refund to **International** Bank Account  
(for payments made by BPAY, cheque, TT)

Bank Name: \_\_\_\_\_

Bank Branch: \_\_\_\_\_

Account holder: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Account No.: \_\_\_\_\_

Reason for refund request: \_\_\_\_\_

Refund amount: \$ \_\_\_\_\_

**Student Declaration:** I declare to the best of my knowledge the information supplied by me in relation to this refund request is true, complete and correct.

Date (DD/MM/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

**Student Signature / Guardian's Signature:**

(student must sign): \_\_\_\_\_

(guardian must sign if student is under 18 years): \_\_\_\_\_

**Using the Form:** Print or save a copy of your completed form and sign before sending to:

Administration email: [contact@brighten.edu.au](mailto:contact@brighten.edu.au) (Brighten Institute Australia L5, 12-14 O'Connell Street, Sydney, NSW2000)

**Privacy statement:** The information on this form is collected for the primary purpose of assessing your application for the refund of student fees. The Institute may use the information provided in the application to update your personal details in the student system. Your personal information will remain confidential and will not be disclosed to a third party without your consent unless disclosure is authorized or required by law. You have a right to access personal information that the Institute holds about you, subject to any exceptions in relevant legislation.

For information on how BIA manages student information, please consult the Administration, Brighten Institute Australia Privacy Management Policy which is located at: <http://brighten.edu.au>.

**OFFICE USE ONLY**

Due date: (28 calendar days from receipt date)

Uni default

(14 calendar days from receipt date)

Payment TXN REF: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Refund Amount: \$ \_\_\_\_\_

File Updated to RTO Manager

Refund No. \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Refund Processed by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Refund TXN REF: \_\_\_\_\_

Brighten Institute Australia RTO No. 41148