



REFUND REQUEST FORM

Using the Form: Print or save a copy of your completed form and sign before sending to:
Administration email: contact@brighten.edu.au (Brighten Institute Australia L5, 12-14 O'Connell Street, Sydney, NSW2000)

STUDENT INFORMATION

Student Number

Full Name

First Name

Middle Name

Family Name

Email

Phone number

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)

Bank Name

Branch

BSB

Account No.

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

Bank Name

Branch

Bank Address

Account Name

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.

Student Name/ Guardian Name

Student's Signature/ Guardian's Signature

Date

(Guardian must sign if student is under 18 years old)

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) Unit 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