



## Application for Refund

This form is to be completed by the student when requesting a refund. Please complete all fields and email this form to SCCM Accounts at [accounts@sccm.edu.au](mailto:accounts@sccm.edu.au). All Refunds will be provided in accordance with SCCM's Refund Policy. Please attach any relevant supporting documentation to assist SCCM in determining your application for refund. This application will normally be processed within 20 working days from the date of completed refund application and all required documents are received. SCCM requires the right to ask for any additional documentation if necessary.

STUDENT DETAILS			
Student Name		Student ID	
Course Title		Course Start Date	
Email		Mobile	
REFUND DETAILS <i>(How did you pay for your tuition fees?)</i>			
Please provide details of the nominated bank account where you would like the refunded fees transferred into. Where you were not the individual or organisation who made the payments to the Institute, the applicable refund fees will be transferred into their nominated bank account.			
Bank Name		BSB Number/ SWIFT	
Account Name		Account Number	
Branch			
Reason for Requesting Refund <i>(Please attach relevant supporting documentation to support your application)</i>			
STUDENT DECLARATION			
<input type="checkbox"/> I declare that I have read and understood the Institute's Student Deferment, Suspension and Cancellation Policy, Student Refund Policy and terms and conditions stipulated in my Offer Letter and Student Acceptance Agreement and confirm that the information and supporting documentation provided by me is true and correct. <input type="checkbox"/> I understand that providing false information to the Institute may result in the termination of my enrolment and/or entitlements.			
Student Signature			Date



OFFICE USE ONLY				
<b>Application Received By</b>			<b>Date Received</b>	
<b>Decision Outcome</b>	<input type="checkbox"/> <b>Approved</b>		<input type="checkbox"/> <b>Declined</b>	
<b>Reason if declined</b>				
<b>Processed by</b>				
<b>Original Fees Paid \$</b>		<b>Receipt No</b>		<b>Date of Payment</b>
<b>Total amount refunded \$</b>		<b>Receipt No</b>		<b>Date of Payment</b>
<b>Signature</b>			<b>Date</b>	