



# Gamma Education & Training Pty Ltd

## Fees Refund Application Form

RTO Code: 41477  
CRICOS PROVIDER CODE: 03580F

### STUDENT INFORMATION

\*Surname: \_\_\_\_\_ \*Date of birth: \_\_\_\_\_

(dd/mm/yyyy)

\*First name(s): \_\_\_\_\_ Email: \_\_\_\_\_

\*Gender:  Male  Female

eCOE Code : \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Course Title & Code: \_\_\_\_\_

#### \*Overseas Address

Street Number and Name: \_\_\_\_\_

Home Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_

#### Australian address (onshore students)

Street Number and Name: \_\_\_\_\_

Home Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_

## Gamma Education & Training refund procedure

### Lodging Refund Application

Refund applications need to be made in writing to the Institute. The student refund application form, available from the Institute must be used as the written application. Also, the refund application form is available on our website. However, students can also request the refund form by phone, mail, fax or email to have the student refund application form sent to them. Refunds will be made within **28 Days** of receiving a written student refund application. The application must include a statement **explaining how the refund was calculated**. All relevant documentation is required to be attached with the refund application.

STUDENTS ARE TO READ THE COPY OF THE **STUDENT OFFER & COURSE ACCEPTANCE WRITTEN AGREEMENT** TO CALCULATE THE REFUND. THE AGREEMENT OUTLINES IMPORTANT REFUND CONDITIONS AND OUR POLICY THAT YOU HAVE AGREED TO.

### Reason for Refund (please tick)

- Visa Refusal
- Withdrawal/discontinuation of current enrolled course at Gamma Education & Training
- Withdrawal/discontinuation of future scheduled course at Gamma Education & Training
- Overpayment of course fees
- Change of Visa status (Copy of Passport, Marriage Certificate and/or Permanent Residency Visa required)
- Provider unable to deliver qualification
- Course Credit

**\*IMPORTANT NOTE:** If withdrawing or discontinuing please provide a full explanation and attach it to this refund form, including any supporting documents (e.g., medical certificate, flight ticket, payment of airfares, DIAC Visa rejection, visa proof if status is changed, etc).

### Bank Details of the student:

#### Deposit into an Australian Bank Account:-

STUDENT NAME:	
BSB NUMBER:	
ACCOUNT NUMBER:	

#### Deposit into an International Bank Account:-

Account Holder Name:-	
Account number or IBAN:-	
Swift/BIC code :-	
Account Holder's full Address:-	
Bank/Financial institute Name:-	
Bank/Financial institute full Address:-	
Passport number:-	

**Student Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Office use only

1. Refund Application processed?  Yes  No
2. Refund Granted?  Yes  No
3. Refund Paid and enrolment cancelled  Yes  No
4. Default notification provided to TPS as required  Yes  No

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature & Date: \_\_\_\_\_  
.....  
.....  
.....