



Velocity Education & Training

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Please Note:

1. Applications for refunds may take up to **28 working days** to be processed. There is an **Administration Charge** to be paid by the student. Refer to the Cancellation and Refund Policy on the College website.
2. Refunds will be made payable to the student and sent to the student. An explanation as to how the refund was calculated will be forwarded with the payment.

Student Name:

Student Number:

Course Name: **Course Code:**

Address:

Contact Phone Number:

Receipt Number: (Please attach a copy of receipt)

Bank Details for Refund

Account Name*: **Account number*:**

Bank Name*: **BSB:**

Branch Address: **Country*:**

International Transfer Only

SWIFT Code: **Branch Number:**

Reason for Refund Application

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If withdrawing from a course, then a copy of the Application for Withdrawal Form (Form 20) is requires to be attached.

Student Signature:

Date:

OFFICE USE ONLY

Amount of Refund:			
Refund Calculation Sheet:	Yes <input type="checkbox"/>	Date:	No <input type="checkbox"/>
• to Finance Manager	Yes <input type="checkbox"/>	Date:	No <input type="checkbox"/>
• with copy for student			
Processed by:	Position:	Signature:	Date:
Approved by Registrar:	Signature:		Date:
Finance Manager:	Signature:		Date: