REFUND REQUEST FORM

BEFORE YOU APPLY

- Before you apply for a refund:
  - please ensure you have read the **Refund Policy** and **Refund Procedure** available on IGI's website
  - please check your Letter of Offer – Written Agreement to see what fees are refundable.
- This Refund Request Form should be used if:
  - you have withdrawn prior to the census date after making an upfront payment
  - you do not want your excess fees credited to the next study period.
- Please note:
  - you will be advised in writing regarding the outcome of this refund request
  - if your request is approved, your refund will be paid within 28 days. Please be advised that delays in the refund process may occur during busy periods
  - students dissatisfied with the outcome of a refund application or process may lodge a complaint in accordance with the Complaints and Appeals Policy and Procedure published on IGI's website.

APPLICANT DETAILS

Student ID: _____ Family Name: _____

Given Name(s): _____ Date of Birth: _____

Address: _____

Phone: _____ E-mail: _____

COURSE DETAILS

☐ Bachelor of Business Management   ☐ Bachelor of Digital Marketing

☐ Associate Degree of Business Management   ☐ Bachelor of Entrepreneurship and Innovation

☐ Diploma of Business Management

TRIMESTER: _____   **YEAR:** _____

REASON FOR REFUND

☐ Visa refusal – I have attached my visa refusal notice

☐ Compassionate or compelling circumstances – I have attached evidence

☐ Other – please specify:

REFUND INFORMATION

Please indicate how your fees were paid:

☐ Bank transfer   ☐ Card   ☐ Other – please specify:

PBL Education Pty Ltd trading as International Graduate Institute (IGI) Provider ID PRV14347, CRICOS Provider Code 04116M
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Page **1** of **2**

BANK DETAILS

BSB Number: _____

Bank Name: _____

Account Number: _____

Account Name: _____

SWIFT code (overseas): _____ IFSC Code (overseas): _____

IBAN (overseas): _____

Branch Address: _____

I have read and understand IGI's Refund Policy and Procedure.

I declare that all information provided in this application is true and correct.

Student's Signature: _____ **Date:** _____