



Student Information			
Student Name		Student ID	
Course enrolled		Date	
Date of Withdrawal		Last day of attendance	
Date of Return (in case of Deferment)		COE update needed	<input type="checkbox"/> Yes <input type="checkbox"/> No

Reason for Withdrawal– Provide a detailed explanation

Refund Details

To process a refund, please fill in the following details:			
Bank Name		Account Name	
BSB		Account No.	
SWIFT CODE		Branch Code	
Branch Address:			
Amount Paid	\$ _____	Date paid	

<p><u>Student Acknowledgement</u></p> <p>Student Signature: _____</p> <p>Date: _____</p>
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For Office Use Only

Evidence Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Type of document			
Approval: <input type="checkbox"/> Refund approved <input type="checkbox"/> Refund not approved <input type="checkbox"/> No refund necessary			
Refund processed <input type="checkbox"/> Direct Debit <input type="checkbox"/> Bank Cheque			
Date Refunded		Amount	
Comments:			
Director Signature		Date	

Please note: Cancellation of Studies will be granted in accordance with our Deferral, Suspension and Cancellation Policy & Procedure. Further information, please refer to the Refund policy on our Policy and Procedure guide or visit www.gie.edu.au