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A: Level 3, 398 Lonsdale St, Melbourne VIC 3000

**PROTEA** COLLEGE

# Refund Application Form

**Please Note:** Applications for refunds may take up to 20 working days to be processed.

Student Name: _____ Student ID: _____

Course Name: _____

Course Code: _____

Course Start Date: _____/_____/_____ Course End Date: _____/_____/_____

**Bank Details for Refund:**

Account Name: _____ Swift Code: _____

BSB No: _____ Account No: _____

Bank Name:
_____

Country: _____

Student Signature: _____ Date: _____/_____/_____

**Reason for refund application:**

_____

_____

_____

_____

_____

*If you have not commenced your course and are applying for withdrawal then a copy of the completed Application for Withdrawal Form is required to be attached.*

*If you have commenced your course and are applying for withdrawal then a copy of the completed Change of Course Application Form is required to be attached.*

**Office Use Only**: Outline action taken and outcome.

Refund Calculations: (Write the calculations of the refunds below)

|  |
|---|
|  |

Refund (please ✓):  Paid [  ]  Not Paid [  ]  Date Paid: _____

Authorised by: _____  Signature: _____  Date: _____/_____/_____