



**Refund Request form**

<b>Student's Personal details:</b>			
<b>Full Name</b>			
<b>Student ID:</b>			
<b>Address:</b>			
<b>Email:</b>		<b>Mobile:</b>	
<b>Course Code and Name</b>			
<b>Start date of study</b>		<b>End date of study</b>	

<b>Reason for Refund request:</b>

International students must state the reason for withdrawing from a course at CMI. CMI is obliged to report the withdrawal and the reason to the Department of Home Affairs (DHA). All supporting documents should be attached with this form.

<b>Preferred Method of Receiving Refund</b>	
<input type="radio"/> Direct Transfer in Australia	Account Name:..... BSB: ..... Account Number: .....
<input type="radio"/> Direct Transfer outside Australia	Beneficiary Name: ..... Bank Name:..... Bank Account Number:..... Bank Address:..... Swift Code:..... Country:.....
<input type="radio"/> Transfer Tuition Fees to next course.	

<b>Student can specify person(s), other than themselves who can receive a refund in respect of the student identified in the written agreement, consistent with the ESOS.</b>	
<b>Full name of person</b> authorised to receive refund on behalf of you	
<b>Address and contact detail of</b> authorised person	

Please refer to the Refund Policy for any applicable refunds and approach the CMI's reception for approval on this application prior to final submission.  
Note: If your enrolment falls within no refund timelines before the agreed start date of the course and you decide to withdraw from the course, then there will be no refund.



**Student Declaration:**

- I have read and understood the policies and procedures for refund at CMI
- I am aware about the terms and conditions applied with the amount of refund received by me as mentioned in the CMI's Refund policy.
- I have been informed and understand that withdrawing from this course might affect my Visa status. I have been informed to contact DHA for any visa related queries.
- I understand that my refund shall be processed within 20 working days of lodging this request.

<i>Student's Signature</i>		<i>Date</i>	
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**For Office use only**

	<b>Signature</b>	<b>Date</b>
<b>Received By:</b>		
<b>Refund Application Processed by:</b>		
<b>RTO/Training Manager approval</b>		
<b>Decision Granted</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Entered Student Management System (If yes)		
Comments (If any)		