



Refund Request Form

Instructions:

- Students who request a refund must submit this request form, if applicable, with any supporting documents.
- Please ensure that you provide the accurate bank details. Aura Education is not responsible for any refund made into a wrong account provided by the applicant.
- Refund requests will only be approved if they comply with the relevant provisions of Aura Education's Refund Policy.
- Any outstanding amounts due to Aura Education and any applicable costs or charges that may be levied by Aura Education's or the applicant's bank for receipt of monies refunded will be deducted from the refund.
- You agree to repay Aura Education (on demand) any payments credited to you in error.
- Aura Education reserves the right to offset the amount of any overpayment made in error against any liability (including any future debt) owing to Aura Education by you.

Amount requested to be refunded:	AUD:		
Student ID No:			
First/Given Name:			
Family /Surname:			
Residential Address:			
	Suburb:		Postcode:
Contact No:			
Email:			
Reason(s) for the Request (Example: Excess payment of tuition fees, withdrawal from course etc.)			

PAYMENT METHOD

Please select one of the following payment options for Aura Education to transfer the refund amount.

- ☐ I request that the refund be paid into my personal bank account, and the details for this account are listed below: OR
- ☐ I request that the refund be paid into my parent/legal guardian's bank account, and the details for this bank account are listed below; OR
- ☐ I request that the refund be processed to the bank account of the person listed below.*

Account Holder Name:	
Bank Name:	
Bank/Branch Address:	
BSB No:	
Account No.:	
BIC/Swift Code (if relevant):	
If you are requesting a refund to be processed into another person's bank account, please provide the details below.	
Full Name:	
Relationship to you:	
Phone Number: (including area code/s)	
Email:	
Declaration	
I confirm that I have read and understood the above refund conditions, and that the information provided in this application is true and correct to the best of my knowledge.	
Signature:	
Date:	

Office Use Only

The refund has been approved in accordance with Aura Education's Refund Policy. The refund has been calculated as follows:

Refund Amount:	

The refund was paid:

- ☐ Into the student's bank account, detailed on this Refund Request Form; OR
- ☐ Into the student's parent/legal guardian's bank account, detailed on this Refund Request Form; OR
- ☐ Into the other nominated person's bank account, detailed on this Refund Request Form.
- ☐ The Student was given a written statement explaining how their refund was calculated.

Staff Name:	
Position:	
Signature:	
Date:	