



REFUND REQUEST FORM

This form should be filled by students if they request refunds for any fees and charges they have paid to MIA, please note that all requests are subject to MIA's refund policies and management approvals. Please fill out one form for each refund request.

PERSONAL DETAILS			
Student Name	(As appeared on your student card or passport)		
Student ID:			
Course Enrolled:			
Course Duration:			
CONTACT DETAILS			
Address:			
Suburb:		State:	Postcode:
Mobile:			
E-mail:			
REFUND DETAILS (Please tick on boxes where applicable)			
Date of original payment:		Amount paid:	\$
Reason for refund: (please cross relevant box)	☐ Withdrawal from Program ☐ Visa Refusal – <i>supporting documents must be attached (incl. Withdrawal/Cancellation Request Form & Visa Refusal Letter)</i> ☐ Overpayment ☐ Others, please specify _____		
Preferred method of refund	☐ Domestic Bank Transfer / EFT		
	Account Holder Name in Full:		
	BSB:		
	ACCOUNT NO:		
	☐ International Bank Transfer		
	Account Holder Name in Full:		
	Bank Name:		



	Branch Address:	
	Branch Phone Number:	
	SWIFT CODE:	
	ACCOUNT NO:	
Please tick if the following is applicable to you:	☐ I authorise for an alternative payee to receive my refund and have completed in this Refund Request Form	
Student declarations:		
☐ I have read and understood the MIA student refunds policies and procedures		
☐ I declare that the information provided by me is true, correct and completed to the best of my knowledge		
☐ If the refund request is approved, I authorise MIA to pay my refund into the elected bank account as per my instructions		
Student signature: _____ Date: _____		

OFFICE USE ONLY (Please tick on boxes where applicable)			
Outcome: ☐ Approved ☐ Declined			
Approved by: _____ Approval Date: _____			
Signature: _____			
Refund Amount	\$	Cheque Number (if applicable):	
Date Refunded:			
Other comments:			