

# Withdrawal and Refund Application Form

## Your Details

Student ID number:

USI:

Course enrolled in:

Given/first name:

Family name:

Address:

State:

Postcode:

Email:

Contact phone:

Mobile:

## WITHDRAWAL SECTION

**Reason for Withdrawal** – Please tick and submit the supplementary evidence documentation to justify your reasoning. Further evidence may be required. If unsure of the requirements, please speak to Student Services.

SN	Reason	Supplementary Evidence Required
1	<input type="checkbox"/> No longer wish to study in Australia	<input type="checkbox"/> Declaration letter and plane ticket(s)
2	<input type="checkbox"/> No longer wish to study in this State	<input type="checkbox"/> Declaration letter and letter of offer
3	<input type="checkbox"/> No longer wish to study in this vocation	<input type="checkbox"/> Declaration letter and letter of offer
4	<input type="checkbox"/> Returning to home country	<input type="checkbox"/> Plane ticket(s)
5	<input type="checkbox"/> Enrolling in/transferring to another institution	<input type="checkbox"/> Letter of Offer
6	<input type="checkbox"/> Change of visa status	<input type="checkbox"/> Copy of new visa
7	<input type="checkbox"/> Financial issues	<input type="checkbox"/> Declaration Letter
8	<input type="checkbox"/> Personal issues	<input type="checkbox"/> Declaration letter and supporting documents
9	<input type="checkbox"/> Medical issues	<input type="checkbox"/> Medical documents
10	<input type="checkbox"/> Visa cancelled/refused	<input type="checkbox"/> Copy of Visa refusal notification
11	<input type="checkbox"/> Other, please specify:	<input type="checkbox"/> Further supporting documents

## Do You Require a Release?

Yes

No

NA

## Student Declaration

I declare that:

- All the information provided in this application is complete and correct.
- I confirm that I have read and understood RGIT Australia's requirements, as per their *Deferment, Suspension, Withdrawal and Cancellation Policy and Procedure*.
- I understand that failure to provide correct information in relation to this application may result in the rejection of my application.
- I understand that if the supplementary documentation evidence I have provided is deemed to be questionable, necessary precautions, such as contacting the respective source, to validate the document, may be conducted.
- I also acknowledge that if my request for withdrawal is approved, it may affect my student visa and I understand that if I need to seek further information from the Department of Home Affairs, I will either check their website, contact their helpline (131 881) or attend their office regarding advice about my visa.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*DISCLAIMER: This withdrawal request is subject to confirmation of acceptance, which will be decided by RGIT Australia after reviewing your application. Only full applications with all the required supporting documentation included with the application will be considered. The withdrawal will only take effect once the decision of acceptance has been made – "last day of study". Please allow 5 working days for your application to be processed. Please refer to the Deferment, Suspension, Withdrawal and Cancellation Policy and Procedure for more details; available at [www.rgit.edu.au/policies](http://www.rgit.edu.au/policies).*

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## REFUND SECTION

### Reason(s) Other Than Withdrawal

- Overpaid  Did not use the additional service (i.e. airport pick-up, accommodation fees)
- Other, please specify: \_\_\_\_\_

### Send Refund To – Please fill in the details in block letters and ensure all details are correct.

- Electronic funds transfer (EFT) or T/T (Telegraphic Transfer)

Name of bank: \_\_\_\_\_ Account name: \_\_\_\_\_  
 Branch: \_\_\_\_\_ City: \_\_\_\_\_  
 Province: \_\_\_\_\_ Country: \_\_\_\_\_  
 BSB/SWIFT: \_\_\_\_\_ A/C: \_\_\_\_\_  
 Name of Intermediary Bank: \_\_\_\_\_  
 \_\_\_\_\_ SWIFT code (Intermediary Bank): \_\_\_\_\_  
 \_\_\_\_\_ IFSC code (for India only): \_\_\_\_\_

- Cheque (Australia only)

Beneficiary's name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*DISCLAIMER: The refund process will only be activated once the withdrawal takes effect. Please allow up to 15 working days after the withdrawal takes effect for your refund application to be processed (20 working days total). Please refer to the Fees Payment and Refund Policy (International Students) for more details; available at [www.rgit.edu.au/policies](http://www.rgit.edu.au/policies).*

### OFFICE USE ONLY – Please ensure this form is signed by all listed personnel.

Checklist		N/A	Yes	No
Supplementary evidence requirement documentation provided				
Approval			Yes	No
Admissions Signature				
Date				
Student Services Signature				
Date				
Finance Signature				
Date				

**IF APPROVED:** Admissions to ensure the relevant entity department is formally notified of the student's withdrawal, processed on PRISMS and a copy of this completed form is filed in the student's file.