



BRISBANE PROFESSIONAL COLLEGE

Tel: +61 3832 0102 E: admissions@bpc.edu.au

Refund Request Form

Student Information

Family Name:		Student Number:	
Given Name:		USI Number:	
Date of Birth:		Student Number:	
Telephone Number:		Mobile Number:	
Email Address:			

Course Details (Please select the course you are enrolled in)

Qualification	
BSB50215 (Diploma of Business)	<input type="checkbox"/>
BSB60215 (Advance Diploma of Business)	<input type="checkbox"/>
BSB51915 (Diploma of Leadership and Management)	<input type="checkbox"/>
AUR30616 (Cert III in Light Vehicle Mechanical Technology)	<input type="checkbox"/>

Has your course already started	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Course Start Date				



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Reason for Refund (Please select the reason for your refund)

Visa has been refused by DIBP	<input type="checkbox"/>
Student Choose to withdraw from the course	<input type="checkbox"/>
College Can't issue the agreed qualification	<input type="checkbox"/>
Student transferring to another Provider	<input type="checkbox"/>
Other (if selected Other, please specify the reason below) <hr/>	<input type="checkbox"/>

Bank Details (Please note refunds will only be paid via electronic transfer. Please nominate an authorised account for deposits)

Account Name:			
Bank Name:		Bank Code:	
BSB:		Account Number:	
I authorise refunded amounts to be deposited into the above nominated account.			
Sign:		Date:	

Student Declaration

Declaration:	I declare that the information I have provided on this form, is correct and that I have read, fully understand and accept the information advised in the Brisbane Professional College Student Handbook and agree to be bound by them and that I accept the conditions of refund policy.		
Student Signature:		Date:	



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Office Use Only

Application Approval

Name:		Position:	
Action:	Approved <input type="checkbox"/>	Not approved <input type="checkbox"/>	
Reason:			
Sign:		Date:	

Checklist		Yes	No
Is the Student Enrolment Application Form fully completed and signed?			
Has the application approved by CEO?			
Has the funds been transferred to student bank account?			
Has the funds transfer confirmation been emailed to student?			
Staff Name:			
Signature:		Date:	