



## Refund Request Form

I \_\_\_\_\_(insert full name) with the Student ID Number \_\_\_\_\_(insert Student ID number) request for the West Australian Institute of Further Studies to process my refund into the following account:

<b>Bank Name:</b>	
<b>Branch Address:</b>	
<b>Account Name:</b>	
<b>Account Number:</b>	
<b>Account Holder's Address:</b>	
<b>BSB (If Australian Bank Account):</b>	

**If your account is an international bank account you MUST also complete the following section:**

WAIFS will only pay refunds into an overseas bank account under the following conditions:

- (i) Where bank fees will be incurred in relation to the transfer of the refund, the bank fees will not be paid by WAIFS. WAIFS will pay a refund net of any bank fees charged in Australia. The student (or parent/guardian if the student is under 18) will also be required to bear the cost of any charges levied by financial institutions outside Australia.

WAIFS will not be held liable for any movement in the exchange rate and for the final amount of money received by the student (or parent/guardian if the student is under 18) on conversion from Australian Dollars.

<b>SWIFT Code:</b>	
<b>IBAN Number:</b>	
<b>Refund Currency:</b>	

Where a student is entitled to a refund of fees the refund will be paid within four (4) weeks of receiving a written request from the student (or parent/guardian for students under 18).

Where a student is entitled to a refund of fees arising from provider default, the refund will be paid within 2 weeks of the date of the provider default.

If the account is not in the student's name please refer to the Refunds and Cancellation Fee Policy at <http://waifs.wa.edu.au/policies-procedures/> for the conditions as to when this will be approved.

Student's Signature: \_\_\_\_\_

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

Parent/Legal Guardian Signature (If under 18) \_\_\_\_\_