

Refund Request Form

Please complete and submit this form (and supporting documentation) to the Student Services Office to request a refund from Nan Tien Institute. Before completing this form please ensure you have read the [Fees, Charges and Refunds Policy](#).

Student Details

Full name _____

Student ID _____

Date of birth _____

Phone _____

Email _____

Original Payment Details

Please specify the dollar amount (AUD) and related invoice/receipt number:

Amount \$ _____ Invoice/receipt number _____

Please indicate your original payment method:

Bank transfer EFTPOS PayPal Other _____

Reason for Refund

Please state in full detail the reason you are requesting a refund (please attach additional pages if required):

Refund Details

Please indicate if the payment is being refunded directly to yourself, or a third party:

Self (refunded to you) Third-party (refunded to another person, such as a parent, family member etc.)

Account holder's name _____

Account number/IBAN _____

BSB number/SWIFT code _____

Bank name _____

Bank branch name and address _____

Student Declaration

Please sign and return this form to the Student Services Office for processing. Student Services will advise you of the outcome of your application within 28 days from when you submit this completed Refund Request Form and any necessary supporting documentation.

I declare that to the best of my knowledge the information I have provided on this form is correct and complete. I understand that it is my responsibility to ensure that the details provided on this form are correct.

Signature _____

Date _____