

KENSINGTON INTERNATIONAL COLLEGE

RTO CODE: 45581 | CRICOS CODE: 03827K | ABN: 43 167 095 749
 ADDRESS: Level 3, 84-86 Mary Street Surry Hills NSW 2010
 EMAIL: info@kic.edu.au
 PHONE NO: +61 2 8755 2666
 WEBSITE: www.kic.edu.au



REFUND REQUEST FORM

(ALL SECTIONS OF THIS FORM MUST BE COMPLETED)
 SUBMIT FORM TO: info@kic.edu.au

Refund NO:

SECTION A: PERSONAL DETAILS

Given name: Family name:

Date of Birth: / / Student ID:

Address:

.....

Contact number: Contact email:

Current course:

SECTION B: REQUEST

Course Name: Course Start Date: / /

Request for: Refund of fees only Refund of fees and withdrawal from KIC

SECTION C: REASON FOR REQUEST

This process should not begin until a Refund Request form has been completed and submitted along with all supporting documents (such as a copy of the CoE, Visa etc.)

<input type="checkbox"/> Visa Rejection OR Cancellation Please attached original DIBP rejection letter	<input type="checkbox"/> Release Request OR Transfer Provider Please attach offer letter of the new education provider. A student cannot change provider with the first six months of the principal course without a letter of release from KIC. Please complete and attach a request for transfer education provider form	<input type="checkbox"/> Excess payment <input type="checkbox"/> Return to Home Country Please complete and attach a request for cancel enrolment form
<input type="checkbox"/> Changed Visa Status Please attach certified copy of new visa stamp of effective date Please completed and attach a request for cancel enrolment form		

CHECKLIST

<input type="checkbox"/> Flight tickets	<input type="checkbox"/> Medical certificate	<input type="checkbox"/> Copy of new visa	<input type="checkbox"/> Copy of offer letter	<input type="checkbox"/> Other:
-----------------------------------------	----------------------------------------------	-------------------------------------------	-----------------------------------------------	---------------------------------

IMPORTANT INFORMATION

If you are returning home KIC may access Visa Entitlement Verification Online (VEVO) to check the status of your student visa and confirm your location prior to processing the refund.

KENSINGTON INTERNATIONAL COLLEGE

RTO CODE: 45581 | CRICOS CODE: 03827K | ABN: 43 167 095 749

ADDRESS: Level 3, 84-86 Mary Street Surry Hills NSW 2010

EMAIL: info@kic.edu.au

PHONE NO: +61 2 8755 2666

WEBSITE: www.kic.edu.au



SECTION D: BANK DETAILS

Please fill bank details clearly in BLOCK letters and ensure bank details are correct and legible as missing, unclear, or wrong information may lead to delays in processing your refund.

Bank Name: _____		Account Name: _____	
BSB Number: <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> (Australian bank)	SWIFT Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Overseas bank)		
Account Number: _____		IFSC Code (India only): _____	
Bank Address: _____			
Does the account nominated accept transfers in Australian Dollars? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No please specify currency for transfer: _____)			

I understand:
all information provided with this application form is correct and that I have read and understand and agree to be bound by the Refund Policy
this application will be processed within 28 days only after I have supplied all relevant documents
this application is assessed according to the Refund Policy with I signed when I agreed to abide by the terms and conditions on the application form
I understand that KIC may access VEVO to determine my location and visa status if I have advised I am returning home

Signature Date (DD/MM/YYYY):

SECTION E: AUTHORISATION

This refund amount is: _____

APPROVED DENIED

Comments / Reason for decision / Calculations of refund:

KENSINGTON INTERNATIONAL COLLEGE

RTO CODE: 45581 | CRICOS CODE: 03827K | ABN: 43 167 095 749

ADDRESS: Level 3, 84-86 Mary Street Surry Hills NSW 2010

EMAIL: info@kic.edu.au

PHONE NO: +61 2 8755 2666

WEBSITE: www.kic.edu.au



Signed:

Position: _____

Print Name:

Date Processed:

Office Use Only

Logged in Refund Register:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /
Logged by:			Signature:	
Formal Letter/Email Sent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	/ /
Sent by:			Signature:	