

Refund Request Form

Please refer to TACIS Refund Policy and Procedure for further details via TACIS website: www.tacis.edu.au.

Student Details			
Student's Name:		Student ID:	
Passport Details:	Country:	Passport No:	Date of Birth:
Contact Details in Australia			
Address:			
Email Address:		Phone No:	
Course Details			
Course Name:			
Date of Commencement:			
Have you been enrolled with TACIS for more than 6 months (please circle):	Yes	No	
Reason for Refund:			
Bank Details:			
Bank:		BSB No.:	
Account Name:		Account No.:	
Student Declaration:			
I hereby declare that all the information and documents provided are true and genuine.			
I have been informed of the TACIS Refund Policy before/on Orientation Day and I am aware of the procedure.			
Documents attached:			
1. _____	2. _____		
3. _____	4. _____		
Student's Signature: _____	Date: _____		

Office Use Only:			
Received by:	<i>(TACIS Officer's Signature)</i>	Date:	
Approved by Course Coordinator/Finance Manager?	Yes	No	
Reason			
Was the student notified of the outcome via email or letter?	Yes	No	
All relevant documents are filed in the student personal file?	Yes	No	
Student Management Database updated?	Yes	No	
Notified DET and DIBP via PRISMS?	N/A	Yes	No
Signature	Date		
Any other comments :			