



# International Student Refund Form

## International Student Program

Please read the International Student Refund Policy before filling out this application form to request a refund. The refund form and refund Policy can be accessed on our website:

<https://iggs.qld.edu.au/why-iggs/international/international-policies-and-forms/> .

**Please note: Please tick ✓ to indicate you have read and understood the following:**

- Fee refunds will be provided in accordance with the School's Refund Policy and Procedure
- Please read the policy carefully to establish your eligibility for a fee refund
- Before your application for a fee refund will be considered, you must complete all the sections below and attach required documents relevant to your application

STUDENT DETAILS	
Student Name:	
Year:	
Current Address in Australia:	
Parent Name:	
Address in Home Country:	
Phone Number:	
Mobile Phone:	
Email Address:	

**Please indicate below the reason for the refund (Please tick ✓):**

- Withdrawal from the course
- Cancellation of enrolment
- The School cancels the course or unable to provide the course
- Other (Please specify): \_\_\_\_\_

### Account Details for the refund

Mr / Mrs / Ms:			
Address:			
Country:		Postcode:	
Telephone (Country Area Code if applicable)		Mobile (Country Area Code if applicable)	
Email Address:			
Payment Details			
Name of Bank:			
Account Name:			
Account Number:			
BSB Number:			
Swift Code (If not in Australia):			

The completed form can be emailed to [registrar@girlsgrammar.com.au](mailto:registrar@girlsgrammar.com.au).

The completed form can be emailed to [enrolment@girlsgrammar.com.au](mailto:enrolment@girlsgrammar.com.au) or given to the Enrolments Registrar at the Enrolments Office located in the main administration building on level 1 of the School.

**Student Declaration**

I declare the information provided in this application is accurate and I have read and understood the information regarding the Complaints and Appeals Process of the School.

_____	_____	_____
<b>Student Name</b>	<b>Student Signature</b>	<b>Date</b>
_____	_____	_____
<b>Parent 1 Name</b>	<b>Parent 1 Signature</b>	<b>Date</b>
_____	_____	_____
<b>Parent 2 Name</b>	<b>Parent 2 Signature</b>	<b>Date</b>
_____		

**Office Use Only**

Refund:                      **Approved**                            **Not Approved**     

**Comments: (if applicable):**

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**Received:** \_\_\_\_\_ **Date:** \_\_ / \_\_ / \_\_\_\_

**Processed by:** \_\_\_\_\_ **Date:** \_\_ / \_\_ / \_\_\_\_

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_ / \_\_ / \_\_\_\_

**Position:** \_\_\_\_\_ **Date:** \_\_ / \_\_ / \_\_\_\_