



ANDERSON College
Address: Level 6, 190 Queen Street
Melbourne, VIC 3000
Contact: (+61) 411 333 327
www.andersoncollege.vic.edu.au

Refund Application Form

This application is assessed in accordance with Yarra College's Fee and Refund Policy and the RTO Standards 2025

Title:	☐ Mr	☐ Mrs	☐ Ms	☐ Miss	☐ Other
Student Name:					
Student ID:		Date of Birth:			
Course Code:		Course Name:			
Mobile No.:		Email ID:			
Address:					
Enrolment Status:					
☐ I have commenced my course					
☐ I have not commenced my course					
☐ I currently owe fees and want them reconsidered					
My reason for Refund Application:					
☐ Visa refused prior to orientation date					
☐ Provider Default					
☐ Visa cancelled due to actions of the student					
☐ Compassionate or Compelling Circumstances					
☐ Other (please specify below)					
Standard Supporting Documents:					
☐ Medical Certificate					
☐ Flight Cancellation					
☐ DHA visa cancellation/refusal notice (if applicable)					
☐ Others; please specify					
Student Declaration:					
I Understand/ have been informed that:					
- Refund applications will be processed within 10 working days of receiving all required documentation. - Applications must include supporting documents (e.g., compassionate/compelling evidence). Incomplete applications will not be processed . - Refunds will be paid only to the original payer unless written authorisation is provided. If you would like YCA to transfer the refund amount to you or someone else, please provide the bank details below. YCA will process the refund deducting any commission paid to the education agent.					

Document Name:	Refund Application Form	Created Date:	Jan 24
Version No:	V2.0	Last Modified Date:	Jun 25
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- If your release request is not approved, you have the right to appeal the decision under Yarra College's Complaints and Appeals Policy
- Information provided in this form will be managed in line with our Privacy Policy.
- I should consult the Refund Policy & procedure for details regarding any possible refunds.
- A written outcome regarding your release request will be provided within 10 working days of receiving a complete
- Application
- Where the student breaches Yarra College Australia's Policies and Procedures no refund is payable

Bank Details for Refund Processing:

Account Name:

Relationship to student:

Bank Name:

BSB:

Account Number:

Swift Code:

IBAN:

Account Holder Address:

Bank Address:

Student Agreement:

(By signing this form, I agree with the condition of refund stated above and Anderson College's Refund Policy)

Student Signature:

Date:

Printed Name:

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OFFICE USE ONLY

Date and amount received from student		
Refund deductions by Anderson College (amount and description)		
Amount to be refunded	From TPS? ☐ Yes ☐ No	
Default notification provided to TPS as required	☐ Yes	☐ No
Outcome of refund process reported to TPS	☐ Yes	☐ No

MANAGER APPROVAL

☐ Refund approved		☐ Refund not approved	
Reason for non-approval:			
Manager Name and Department:			
Manager signature		Date	

FINANCE

Refunded	☐ Yes	☐ No
Refund amount	\$	
Refunded by (signature)		
Refunded by (name and designation)		
Date refunded		