

REQUEST FOR REFUND FORM

Updated December, 2016

This form is to be used for refund of fees only in instances where fees have been paid in advance for unit/s that were withdrawn on or before the census date in the relevant trimester. Students are reminded that withdrawal from a unit after the census date retains the financial liability for that unit unless the student is able to demonstrate that their withdrawal was necessary due to exceptional circumstances beyond their control that eventuated on or after the census date in that trimester. Please refer to BBI's [Withdrawal from a Unit Policy](#) and [Refund Policy](#).

Title _____ First Name _____ Surname _____
Student Number _____ Course _____
Date of Birth _____ Mobile _____
Email (mandatory) _____
Address _____
Suburb _____ State _____ Postcode _____

Unit Refund Information:

Please refer to BBI's [Refund Policy](#) to determine how much you are eligible to be refunded.

I wish to request a refund of fees from the following unit/s with BBI _____

Trimester: Trimester 1 2017 Trimester 2 2017 Trimester 3 2017

Reason for refund _____

Amount to be refunded _____ Bank name _____

Bank address _____ Branch _____

Account Name _____

BSB _____ Account Number _____

If you are requesting for your fees to be refunded into an account that is not under your name, please submit a signed letter confirming this.

I understand and accept BBI's refund policy and procedures.

I declare that the information provided herein is true and accurate.

Signature _____

Date _____