



<b>Department</b>	Vocational Education & Training		<b>Author</b>	RTO CEO
<b>Quality Controlled Document No. &amp; Title</b>	ESOS 3.2	ESOS Request Fee Refund Form	<b>Approved</b>	RTO CEO
<b>Version</b>	2.0		<b>Authorised</b>	RTO Academic Board
<b>ESOS National Code 2018</b>	Standard 3.0		<b>Distribution</b>	Internal
				Students
			External	Prospective Students

### Personal Details

<b>Given Name(s)</b> <i>as shown on your passport</i>	
<b>Family Name</b> <i>as shown on your passport</i>	
<b>Student ID (if you have one)</b>	
<b>Date of Birth</b>	
<b>Telephone Number</b>	

### Permanent Address – Home Country

<b>Building/Property name</b>	
<b>Flat/Unit details</b>	
<b>Street or Lot number</b> <i>(e.g. 205 or Lot 118)</i>	
<b>Street name</b>	
<b>Suburb, Locality or Town</b>	
<b>State/Territory</b>	
<b>Postcode/zip code</b>	

### Temporary Address – Australia

<b>Building/Property name</b>	
<b>Flat/Unit details</b>	
<b>Street or Lot number</b> <i>(e.g. 205 or Lot 118)</i>	
<b>Street name</b>	
<b>Suburb, Locality or Town</b>	
<b>State/Territory</b>	
<b>Postcode</b>	

### Details of Refundable Fees Paid\* and Refund Requested

Qualification(s)		
Item	Amount Paid	Refund Amount Requested
Tuition Fee(s) Paid	\$	\$
Materials Fee(s) Paid	\$	\$

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Item	Amount Paid	Refund Amount Requested
Tuition Fee(s) Paid	\$	\$
Materials Fee(s) Paid	\$	\$

\* Please ensure that you list ONLY fees that you have paid in advance, and payment has been processed.

### Reason(s) For Refund

Reason	Explanation*	Date Approved
Withdrawal from course		
Deferral of course		

\* Where reason includes medical condition and/or family circumstances, transfer to another provider, then evidence must be attached.

JH HOWLAND GROUP PTY LTD T/A Howland Academy of Australia | RTO Code: 46092 | CRICOS Code: 04193J

**Head office:** Suite 1, Level 2, 10 Queens Rd, Melbourne VIC 3004 | **Delivery address:** Suite 2, Level 3, 10 Queens Rd, Melbourne VIC 3004

Email: [info@howlandacademy.edu.au](mailto:info@howlandacademy.edu.au) | Website: [www.howlandacademy.edu.au](http://www.howlandacademy.edu.au) | ABN: 17 662 108 438

## Refund Payable Details

All and any refunds payable, in accordance with this policy, shall be made to the entity or person who made the made to the RTO. Where a student requests a refund be paid to any other entity or person, the request must be in writing, and the student indemnifies the RTO against any and all loses that may be incurred by the student as a result.

<b>The refund is to be paid to the student</b>	<input type="checkbox"/>	International Wire Transfer (IWR) (overseas bank account only)
		Student Name
		Student Address
		Bank Name
		Bank Address
		Swift Code
		IFSC / IBAN / CNAPS*
		Account Name
		Account Number
Account Currency		
<b>The refund is to be paid to someone else who made the original payment(s) on behalf of the student (e.g. sponsor)</b>	<input type="checkbox"/>	International Wire Transfer (IWR) (overseas bank account only)
		Beneficiary Name
		Beneficiary Address
		Bank Name
		Bank Address
		Swift Code
		IFSC / IBAN / CNAPS*
		Account Name
		Account Number
Account Currency		
<b>The refund is to be paid to another entity or person, who did not make the original payment(s)</b>  <b>NOTE:</b> Where a student requests that a refund be paid to an entity or person, other than the entity or person who made the original payment(s), the student indemnifies Howland Academy of Australia against any and all loses that may be incurred by the student.	<input type="checkbox"/>	International Wire Transfer (IWR) (overseas bank account only)
		Beneficiary Name
		Beneficiary Address
		Bank Name
		Bank Address
		Swift Code
		IFSC / IBAN / CNAPS*
		Account Name
		Account Number
Account Currency		

\*IFSC must be provided for India / IBAN must be provided for Pakistan / CNAPS must be provided for China

## Student Declaration

I declare that I have read the instructions and that the information submitted in and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect or incomplete information may result in a delay or prevent refund processing. I agree to release and indemnify Howland Academy of Australia (the RTO) and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information. I consent to use and disclosure of the information provided by me in this form for the purposes and in the circumstances described in this application. I understand that it is my responsibility to provide all necessary documentation to support my refund request and Howland Academy of Australia will only make payment providing all required information has been provided. I acknowledge that if my refund is sent to a third party that I have nominated, and who did not make the original payment(s), Howland Academy of Australia shall be deemed to have discharged any obligation it may have in relation to the refund of fees and accepts no responsibility for me not receiving the benefit of such refund or receiving monies from the nominated recipient. I hereby apply for a refund of fees and authorise Howland Academy of Australia to process my request. I understand that it will be processed according to Howland Academy of Australia's Overseas Student Fee and Refund Policy, and that Howland Academy of Australia is not liable for any bank charges or variances due to foreign currency exchange rates.

Your Full Name (as it appears on your passport) \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Legal Guardian's Full Name \_\_\_\_\_  
(if you are under 18 years)

Parent or Legal Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(if you are under 18 years)

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**Refund Amount Approved (office use only)**

Amount Requested	Amount Approved	Explanation	Date Paid
\$	\$		

Authorising Person Name	
Position	
Signature	

- **Return a completed copy to the student.**
- **Place a completed copy in the student's administrative file.**