



REFUND REQUEST FORM
 (ALL SECTIONS OF THIS FORM MUST BE COMPLETED)
 SUBMIT FORM TO: ENROL@TMSS.EDU.AU

SECTION A: PERSONAL DETAILS

Given name: _____ Family name: _____

Date of Birth: ____ / ____ / ____ Student ID: _____

Address: _____

Contact number: _____ Contact email: _____

Current course: _____

SECTION B: REQUEST

Course Name: _____ Course Start Date: ____ / ____ / ____

Request for: Refund of fees **only** Refund of fees and **withdrawal from TMSS**

SECTION C: REASON FOR REQUEST

This process should not begin until a Refund Request form has been completed and submitted along with all supporting documents (such as a copy of the CoE, Visa etc.)

- | | | |
|---|--|---|
| <input type="checkbox"/> Visa Rejection OR Cancellation Please attached original DIBP rejection letter | <input type="checkbox"/> Release Request OR Transfer Provider Please attach offer letter of the new education provider. A student cannot change provider with the first six months of the principal course without a letter of release from TMSS. Please complete and attach a request for transfer education provider form | <input type="checkbox"/> Excess payment |
| <input type="checkbox"/> Changed Visa Status Please attach certified copy of new visa stamp of effective date Please completed and attach a request for cancel enrolment form | | <input type="checkbox"/> Return to Home Country Please complete and attach a request for cancel enrolment form |

CHECKLIST

- Flight tickets Medical certificate Copy of new visa Copy of offer letter Other: _____

IMPORTANT INFORMATION

If you are returning home TMSS may access Visa Entitlement Verification Online (VEVO) to check the status of your student visa and confirm your location prior to processing the refund.

SECTION D: BANK DETAILS

Please fill bank details clearly in BLOCK letters and ensure bank details are correct and legible as missing, unclear, or wrong information may lead to delays in processing your refund.

Bank Name: _____ Account Name: _____

BSB Number: - (Australian bank) SWIFT Code: - - (Overseas bank)

Account Number: _____ IFSC Code (India only): _____

Bank Address: _____

Does the account nominated accept transfers in Australian Dollars? Yes No (If No please specify currency for transfer: _____)

- I understand:
- all information provided with this application form is correct and that I have read and understand and agree to be bound by the Refund Policy
 - this application will be processed within 28 days only after I have supplied all relevant documents
 - this application is assessed according to the Refund Policy with I signed when I agreed to abide by the terms and conditions on the application form
 - I understand that TMSS may access VEVO to determine my location and visa status if I have advised I am returning home
 - I waiver any future claims on TMSS

Signature

Date (DD/MM/YYYY): / /