

REFUND APPLICATION FORM

APPLICANT'S DETAILS

Student Name:
Student Number: S
Date of Birth:
Phone/Mobile:
Email Address:

REASON FOR YOUR APPLICATION

- DHA refused to grant your student visa (Evidence **must** be supplied)
 - DHA Decision attached
 - Visa Subclass (please specify):

- Overpayment
 - Payment Date:
 - Overpaid Amount:

- Withdrawal from studies
 - Withdrawal Date:
 - Withdrawal Form attached

- Other (please specify):

CONTACT DETAILS FOR THIS REFUND APPLICATION

Note: The nominated contact will be notified of any queries and updates regarding the status.

Company Name:
Contact Name:
Phone/Mobile:
Email Address:

REFUND PAYMENT INSTRUCTIONS (only select ONE option)

Electronic payment to an Australian Bank

Bank Name:
BSB:
Account Number:
Account Holder's Name:
Relationship to Applicant/Student:

OR

Telegraphic Transfer to Overseas Bank

Beneficiary Name:
Relationship to Applicant/Student:
Address:
Date of Birth: Country of Birth:
Occupation:

Bank Name:
Address:
Account Number:
Branch Code:
Swift Code:
Country (Branch Code is compulsory for ALL banks in Pakistan):

APPLICANT'S DECLARATION

I am aware of BPP Institute's Refund Policy

Applicant's Signature:
Date:

OFFICE USE ONLY

Approved Full Refund – 100% of:

- Tuition Fees
- Enrolment Fee
- Other Fees

Approved Partial Refund % of:

- Tuition Fees
- Enrolment Fee
- Other Fees

Manager's Signature: Date:

Fee Type	Amount Received	Date Received	Approved Refund %	Refund Amount
Enrolment Fee				
Tuition Fee				
Other				
Less Bank Charges				
Total Amount			Total Refund	

Prepared By: _____

Recorded on MESHED?

Staff Signature: _____

Date Processed: _____

Refund Payment Record:

Paid Amount: _____

Date: _____

Paid in: HSBC CBA SGB

Prepared By: _____

Signature: _____