

# APPLICATION FOR REFUND/CREDIT ADJUSTMENT

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.

## STUDENT DETAILS

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):	
Family name	Given name(s)
Date of birth (dd/mm/yyyy)	Student ID

## AGENT DETAILS (if applicable)

Agent name/contact person	Country
Telephone (home/mobile)	
Email	
Agent signature	

## ENROLMENT DETAILS

Enrolment ID	Course	Course start date (dd/mm/yyyy)
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## ORIGINAL PAYMENT METHOD

Initial payment via  
 EFTPOS    Bank Transfer    Credit Card (Mastercard/Visa)    FEE-HELP

Payment made by credit card will be returned to the same credit card. If the credit card is lost or expired, we will refund it by cheque. Provide the details below.

Card number (first 4, last 4 digits only)  
 \_ \_ \_ \_ /XXXX/XXXX/ \_ \_ \_ \_

Payments made via EFTPOS or bank transfer will be returned to the originating account. Provide details below.

Bank name	Bank address	
SWIFT code	Account holder name	
Bank details verified (mandatory) <input type="checkbox"/> Yes <input type="checkbox"/> No	BSB number	Account / IBAN number

Is this an international bank account? if yes, please provide the Intermediary Bank Details.  
 Yes    No   AUD Correspondent Bank: \_\_\_\_\_ SWIFT Code: \_\_\_\_\_

## REFUND / ADJUSTMENT DETAILS

Refund amount requested

Reason (please tick one):  
 Request to withdraw prior to commencement    Offer of enrolment withdrawn    Overpayment  
 Request to withdraw post commencement    Student visa cancellation    Scholarship  
 Other (please state):

## STUDENT DECLARATION

I declare that the informaton I have provided on this form is true and correct.  
 I acknowledge that the provision of incorrect information or the withholding of relevent information in relation to my application may delay the processing of my refund.

Student Signature	Date (dd/mm/yyyy)
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## OFFICE USE ONLY

Invoice number(s)		Receipt number (to be refunded)		AUDIT/NIRD number (for credit card refund)	
Fees paid	Non-refundable amounts (e.g. administration/enrollment fee:)	Extra charges to be invoiced (e.g. late fee/ change fee/credit adjustment fee):		Total refund:	
OSHC Cancellation Required (If applicable) <input type="checkbox"/> Yes <input type="checkbox"/> No Note: can only be cancelled before the student has started studying. OSHC can not be refunded by Kaplan after the policy has been processed. The student will need to contact their health provider directly to organise a cancellation and refund if eligible.					
Prepared by (KBS)				Date (dd/mm/yyyy)	
Approved by (KBS)				Date (dd/mm/yyyy)	
Processed by (Finance)				Date (dd/mm/yyyy)	

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Return this form to your Kaplan Business School Student Experience Team:

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