

REFUND REQUEST FORM

This form is to be completed by students applying for a refund of tuition fees paid to Blended Learning International. Before submitting this form, please ensure you have read and understood the Fees and Refunds Policy and Procedure, available on the BLI website or by contacting student services at info@blendedlearning.edu.au.

Personal Details

Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other: _____
Given Name:	
Preferred Name:	
Surname:	
Date of Birth (DD/MM/YYYY):	
Email:	
Contact Number:	
Address	

Course Details

Course Code:	
Course Name:	
Start Date of Course:	
Date of Last Class:	
Tuition Fee Paid:	
Last Date Fees Were Paid:	

Reason for Refund Request

Please tick one of the reasons below and provide a detailed explanation.

- ☐ Withdrawing from course due to academic difficulties
- ☐ Withdrawing from course due to personal reasons
- ☐ Withdrawing from course due to illness and inability to continue studies
- ☐ Enrolment cancelled due to breach of Student Code of Conduct
- ☐ Other (please specify below):

Explanation:

Student Bank Details

Bank Name:	
Account Name:	
BSB Number:	
Account Number:	
Bank Address:	

Student Declaration

You are required to submit verifiable supporting documents with this refund application. Examples include: medical certificates, employer letters, or statutory declarations.

- ☐ I declare the information provided in this form is accurate.
- ☐ I have read and agree to the Refund Policy and Procedure.
- ☐ All supporting evidence is ethical and genuine.
- ☐ A statutory declaration is attached (if applicable).
- ☐ I understand that incomplete or inaccurate information may delay the processing of my refund.
- ☐ I understand refunds are assessed and processed within 10 working days after all documentation has been received.

Signature: _____ Date: _____

Office Use Only – Refund Request Decision

- ☐ Approved full refund – 100% of tuition fees (excluding non-refundable enrolment fees)
- ☐ Approved partial refund – ____% of tuition fees (excluding non-refundable enrolment fees)
- ☐ Declined – No refund. Reason: _____

Principal Signature: _____ Date: _____

Refund Calculation – To Be Completed by Finance Officer

Fee Type:	
Amount Received:	
Date Received:	
Approved Refund %:	
Refund Amount	
Tuition Fee	
Material Fee	
Other Fees:	
Less Bank Charges:	
Total Amount Received:	
Total Refund Payable:	

Refund Payment Record

Paid Amount:	
Reference:	
Payment Date:	
Processed By:	

- ☐ Recorded on Student Management System
- ☐ Funds transfer receipt and copy of form sent to student