UTA INSTITUTE OF TECHNOLOGY

Refund Application

Student administration | Fillable form

Complete the applicable sections, attach supporting evidence, sign and save a copy. Submit to admin@utait.edu.au or Student Administration at 58 Newlands Road, Reservoir VIC 3073. Use DD/MM/YYYY for dates.

1 Student and course details

Student full name

Student ID

Date of birth (DD/MM/YYYY)

Phone / mobile

Email address

Course code and title

Student category

Domestic International

Course start date

Current course end date

2 Refund request

Refund requested (AUD $)

Receipt(s) / payment reference(s)

Date of written refund claim

Relevant withdrawal / default / refusal date

Reason

- [ ] Visa refusal
- [ ] Withdrawal / cancellation
- [ ] Provider default / course not delivered
- [ ] Overpayment
- [ ] Medical / compassionate circumstances
- [ ] Other

Explain reason, relevant dates and amount requested

3 Evidence and refund destination

Supporting documents attached

- [ ] Payment receipts / account records
- [ ] Visa refusal notice (if relevant)
- [ ] Withdrawal / release correspondence
- [ ] Written Agreement / offer
- [ ] Original payer authority (if needed)
- [ ] Other supporting evidence

Original payer name

Original payment method

Requested refund method

- ○ Original payment channel
- ○ Australian bank transfer
- ○ Overseas bank transfer

Account holder name

Bank name

BSB (Australian accounts)

Account number / IBAN

Bank country

SWIFT / BIC / IFSC (if applicable)

Bank address (international transfer)

Cardholder name / last four digits ONLY (if relevant)

Reason / authority for a different recipient (if applicable)

4 Refund information and rights

UTAIT will assess your entitlement under UTP23 Refund Policy, your Written Agreement and applicable law. Statutory entitlements override inconsistent policy deductions. Submitting a claim does not itself determine the amount payable. Finance will give a written outcome and calculation.

For overseas students, provider-default obligations generally must be discharged within 14 days of default. Relevant statutory student-default refunds are due within four weeks of default, or within four weeks of a written claim where the compliant Written Agreement governs. The applicable deadline and basis will be recorded by Finance.

Do not send full card numbers, expiry dates or security codes, or card photographs. Refunds normally return to the original payment channel; Finance may verify any requested alternative. Bank charges or deductions apply only where permitted. This form does not remove review or statutory rights.

Framework: Education Services for Overseas Students Act 2000 (as amended) and applicable refund legislation; UTP23 Refund Policy.

5 Student declaration

I confirm that the information supplied is accurate to the best of my knowledge and that the attached documents are genuine. I have checked the payment details, request assessment of my refund and understand that Finance may verify the payer and destination before payment.

UTAIT uses this information to administer enrolment, training and support. It is handled under UTAIT's Privacy Policy and disclosed only with authority or as required by law. Contact Student Administration to request access or correction.

Confirm before signing

☐ I have read and confirm the declaration above.

Student signature / typed full name

Date (DD/MM/YYYY)

For paper submission, sign by hand. For electronic submission, type your full name and tick the declaration. Keep a saved copy.

6 Office use only

Date received

Received by / position

Decision / status

○ Approved ○ Not approved ○ Pending information

Reasons, conditions and evidence considered

Authorised officer name / position

Signature / typed name and date

Refund calculation record attached / reference

Outcome sent date / payment due date