



STUDENT FEE REFUND FORM

This form captures the financial institution/bank details of a student or third party for the purpose of processing a potential refund. Please complete the form and return to TAFE NSW via the method advised by your customer service representative. Please note that TAFE NSW will never ask for, or accept, full credit card details in writing. **TAFE NSW will not process refund forms containing full credit card details.**

Your Refund is required to be returned via the same method of payment. If your original payment was made via a debit/credit card, please ensure you provide the details of that card to prevent any delays in your funds being returned.

SECTION A: TO BE COMPLETED BY STUDENT

Family name _____ Given name _____
Student number _____ Date of birth _____

SECTION B: REFUND TO A CREDIT/DEBIT CARD

Refunds to a debit/credit card are only processed to the original paying debit/credit card. Please provide the first six (6) and the last four (4) card digits only. If the original debit/credit card is lost or stolen, but the account remains active, the refund will be processed against the original card details. Evidence of account closure from the bank is required to nominate an alternative card or bank account to be refunded to.

Cardholder Name:

First six card digits _____ Last four card digits _____

SECTION C: REFUND TO A BANK ACCOUNT – (DO NOT PROVIDE CREDIT/DEBIT CARD DETAIL)

Please provide the bank account details of the original payer.

Account Name

BSB _____ Account Number _____

SIGNATURE OF APPLICANT _____ Date _____

SECTION D: OFFICE USE ONLY

Refund Due \$ _____

Refund Reason: WDAC WDBC RPL/CT Granted Other circumstances

Course Name: _____ Course Number: _____ Cal Occ Code _____

SIGNATURE RECOMMENDING OFFICER _____ Date: _____

SIGNATURE OF APPROVER _____ Date: _____

(Delegation under 12.3 (b) for refunds)

Approved Yes No Comments/reason for non-approval

STUDENT PRIVACY

Information collected by TAFE NSW (the New South Wales TAFE Commission) during a student's enrolment and attendance will be used for the purposes of student record administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed when required by law and to government departments and agencies, including for example to Services Australia (Centrelink), the Department of Home Affairs, Transport for NSW, NSW Department of Education, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admission Centre, Board of Studies Teaching and Educational Standards NSW and the National Centre for Vocational Education Research. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and Training Services NSW (or the relevant State Training Authority).

While the provision of the information requested on this form is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided. You may correct your personal details by contacting your TAFE NSW campus administration or by using the TAFE NSW Student Portal. Refer to <https://www.tafensw.edu.au/privacy> for more details.