

### REFUND REQUEST FORM – ONSHORE STUDENTS

Details	Refund Type	Tick
Student Name:	VISA Refusal:	
Student ID:	VISA Renewal Refusal:	
Date of Birth:	VISA Breach of Condition:	
Contact Number:	Withdrawal:	
Course Name:	Transfer:	
Course Code:	Cancellation:	
Course Intake:	Evidence Attached:	

**Please detail in full, your reason for requesting a refund (Attach any supporting documentation)**

### Bank Details

<b>Bank Name:</b>	
<b>Account Name:</b>	
<b>BSB:</b>	
<b>Account Number:</b>	

### Student acknowledgment

I understand that my request for a refund will be processed in accordance with Insight Academy Refund Policy. I also understand that I shall have 20 days to access the Complaints and Appeals process, should I not agree with the outcome or decision.

<b>Student signature:</b>		<b>Date:</b>	
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Office use only			
<b>Date received:</b>		<b>Received by:</b>	
<b>Request approved:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Approved by:</b>	
<b>Date processed:</b>		<b>Processed by:</b>	
<b>Date of confirmation sent to student:</b>		<b>Refund Amount:</b>	