

Withdrawal and Refund Application Form



IAOA

Insight Academy Of Australia
National Provider No : 45409 CRICOS Code : 03706G

Your Details

Student ID number:

USI:

Course enrolled in:

Given/first name:

Family name:

Address:

State:

Postcode:

Email:

Contact phone:

Mobile:

WITHDRAWAL SECTION

Reason for Withdrawal – Please tick and submit the supplementary evidence documentation to justify your reasoning. Further evidence may be required. If unsure of the requirements, please speak to our Admission Team

SN	Reason	Supplementary Evidence Required
1	<input type="checkbox"/> No longer wish to study in Australia	<input type="checkbox"/> Declaration letter and plane ticket(s)
2	<input type="checkbox"/> No longer wish to study in this State	<input type="checkbox"/> Declaration letter and letter of offer
3	<input type="checkbox"/> No longer wish to study in this vocation	<input type="checkbox"/> Declaration letter and letter of offer
4	<input type="checkbox"/> Returning to home country	<input type="checkbox"/> Plane ticket(s)
5	<input type="checkbox"/> Enrolling in/transferring to another institution	<input type="checkbox"/> Letter of Offer
6	<input type="checkbox"/> Change of visa status	<input type="checkbox"/> Copy of new visa
7	<input type="checkbox"/> Financial issues	<input type="checkbox"/> Declaration Letter
8	<input type="checkbox"/> Personal issues	<input type="checkbox"/> Declaration letter and supporting documents
9	<input type="checkbox"/> Medical issues	<input type="checkbox"/> Medical documents
10	<input type="checkbox"/> Visa cancelled/refused	<input type="checkbox"/> Copy of Visa refusal notification
11	<input type="checkbox"/> Other, please specify:	<input type="checkbox"/> Further supporting documents

Do You Require a Release?

Yes

No

NA

Student Declaration

I declare that:

- All the information provided in this application is complete and correct.
- I confirm that I have read and understood IAOA's requirements, as per IAOA's Deferral, Suspension and Cancellation Policy & Procedures.
- I understand that failure to provide correct information in relation to this application may result in the rejection of my application.
- I understand that if the supplementary documentation evidence I have provided is deemed to be questionable, necessary precautions, such as contacting the respective source, to validate the document, may be conducted.
- I also acknowledge that if my request for withdrawal is approved, it may affect my student visa and I understand that if I need to seek further information from the Department of Home Affairs, I will either check their website, contact their helpline (131 881) or attend their office regarding advice about my visa.

Student Signature: _____

Date: _____

DISCLAIMER: This withdrawal request is subject to confirmation of acceptance, which will be decided by IAOA after reviewing your application. Only full applications with all the required supporting documentation included with the application will be considered. The withdrawal will only take effect once the decision of acceptance has been made – "last day of study". Please allow 5 working days for your application to be processed. Please refer to IAOA's Deferral, Suspension and Cancellation Policy & Procedures for more details available at www.iaoa.vic.edu.au/policies.

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REFUND SECTION

Reason(s) Other Than Withdrawal

Overpaid

Other, please specify: _____

Send Refund To – Please fill in the details in block letters and ensure all details are correct.

Electronic funds transfer (EFT) or T/T (Telegraphic Transfer)

Name of bank: _____

Account name: _____

Branch: _____

City: _____

Province: _____

Country: _____

BSB/SWIFT: _____

A/C: _____

Name of Intermediary Bank: _____

SWIFT code (Intermediary Bank): _____

IFSC code (for India only): _____

Cheque (Australia only)

Beneficiary's name: _____

Student Signature: _____

Date: _____

DISCLAIMER: The refund process will only be activated once the withdrawal takes effect. Please allow up to 15 working days after the withdrawal takes effect for your refund application to be processed (20 working days total). Please refer to IAOA's Fees and Refunds Policy & Procedures for more details available at www.iaoa.vic.edu.au/policies.

OFFICE USE ONLY – Please ensure this form is signed by all listed personnel.

Checklist		N/A	Yes	No
Supplementary evidence requirement documentation provided				
Approval			Yes	No
Admissions Signature				
Date				
Accounts Signature				
Date				

IF APPROVED: Admissions to ensure the relevant entity department is formally notified of the student's withdrawal, processed on PRISMS and a copy of this completed form is filed in the student's file.