



GLOBAL COLLEGE AUSTRALASIA

RTO No. 45088 CRICOS CODE: 03564F

Moore St Campus
21 Moore Street, East Perth, WA 6004

Wellington St Campus
176 Wellington Street, East Perth, WA 6004
General Enquiry: 1300 886 340

Marketing & Enrolment: 0448 465 445 E-mail: admissions@globalcollege.edu.au
Website: www.globalcollege.edu.au

REFUND REQUEST FORM

Details		Refund Type	Tick
RR No (Admin Staff)		VISA Refusal	
Date		VISA Renewal Refusal	
Student Name		VISA Breach of Condition	
Student ID		Withdrawal	
Course		Transfer	
Course Intake		Cancellation	

Section 1

I request a refund for the following:

Receipt Number	
Amount	AUD\$

Reason: (Please attach any supporting documentation)

Section 2

Acknowledgement

I understand that my request for a refund will be processed in accordance with GLOBAL COLLEGE AUSTRALASIA 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.

The student may access GCA refund and cancellation policy anytime via <https://www.globalcollege.edu.au/wp-content/uploads/2023/08/REFUND-AND-CANCELLATION-POLICY-V4.pdf>

Print Name:		Signature:	
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***Authorisation

Authorisation for Processing

Action to be taken:	APPROVED	DENIED	ADJUSTED AMOUNT
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Comments:





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Signed		Position	
Print Name		Date Processed	
Amount to be refunded	AUD\$		
***Admin Use Only			
Refund Register			
Logged in Refund Register	Yes	No	Date
Logged By			Signature
Refund Processed			
Formal Letter Sent	Yes	No	Date
Refund Default on PRISMS	Yes	No	Date
Sent/Record By			Date
Appeal of Decision			
Appeal Lodged	Yes	No	Date
CAF Number			Date

