

**1.0 Student to complete**

Student ID:	Date of Birth:
First Name:	Last Name:
Programme Name:	
Enrolment Start Date: (as listed in Offer of Place)	Enrolment End Date: (as listed in Offer of Place)
Nature of request – select which option applies:	
<input type="checkbox"/> Overpayment of fees      Amount: \$	<input type="checkbox"/> Withdrawal – eligible for refund as indicated by AEI in the completed form <i>ENR05 Request for Withdrawal</i>
<input type="checkbox"/> Unused Accommodation fees      Amount: \$	<input type="checkbox"/> Other, please specify below: Amount: \$
Student Signature:	Date:

**2.0 Application Received by:**

Staff member name:	Position:
Date received:	Staff member signature:

**3.0 Refund Request Outcome – to be completed by Managing Director****Refund Outcome:**

Refund Approved – send to Finance (see 4.0)       Refund Declined – send to Administration/Marketing (see 5.0)

**Comments:**

MD Signature:

Date:

**4.0 Finance to complete – NOTE: for Accommodation or Tuition Fee Refunds, Finance to complete Form FIN02 and attach to this form**

Amount to be refunded	\$
Date refund processed	
Method of refund payment	
Amount refunded from Public Trust: \$	Amount refunded by AEI: \$
Process to be completed:	
<input type="checkbox"/> For Accommodation and Tuition Fee refunds Form FIN02 has been completed and attached to this form.	
<input type="checkbox"/> Copy of PT Student Refund Form sent to Public Trust has been saved to Digital Student File (if PT is applicable)	
<input type="checkbox"/> Evidence of Refund payment is filed in Digital Finance File	
<input type="checkbox"/> Accounting System updated with refund details	
Finance Signature:	Date:

\*Scan this form (and Form FIN02 if applicable) and save to Digital Student File.