



## Student Other Refund Request Form

Please submit your completed form either in person at Kingsway Institute Administration Office, Or Kingsway Institute, Ground Floor, 55-57 Wentworth Avenue Sydney NSW 2000

By Fax to: +61 2 9283 7588, for the attention of Financials Department.

Please direct all refund enquiry to: [enquiry@kway.nsw.edu.au](mailto:enquiry@kway.nsw.edu.au)

Please Note: Refund process may take up to **28 working days** from submission of this form, inaccuracy documents may incur refund process delay.

### Section 1: Applicant Information

**Applicant Name:** \_\_\_\_\_

**Applicant Agency:** \_\_\_\_\_

**Applicant Contact Detail:**

### Section 2: Reason for Refund


**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Section 3: Refund Option

**Cheque / Draft – Post Address if different from above contact address:**

**Direct Deposit into Bank Account (funds Transfer) \*\*Note: Overseas Account Transfer may take up to **4 weeks****

<b>BSB NO.</b>	_____	<b>Bank Name:</b>	_____
<b>Account No:</b>	_____	<b>Branch Address:</b>	_____
<b>Account Name:</b>	_____	<b>Swift Code: (Overseas)</b>	_____

### Section 4: Office Used Only

**Date received by Kingsway Institute:** \_\_\_\_\_

**Approved**

**Rejected**

**Comments:**

**Manager Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_