

Refund Application Form

Prior to complete this form, please ensure you have read our Fee and Refund policy on our website <https://skilledup.edu.au/staging/policy-2/>

Student Name:		Student ID:	
Course:			
Workplace (if trainee or apprentice):			
Date of Withdrawal:			
Course Commence Date:			

Refund reason	Please tick box
Visa Refusal	☐
I have commenced my course	☐
I have not commenced my course	☐
I currently owe fees and want them reconsidered	☐
I want to withdraw from my Current Enrolment	☐
Other Reason: (Please provide detail of refund reason)	☐

Student Signature:	
Printed Name:	
Application Date:	

Bank Details

Bank Name	
Account Name	
BSB Number	
Account Number	
Swift Code (If applicable for overseas transfer)	

Office Use Only:

Total Fee Deposited	Amount Deducted (study period)	Amount Calculation
Total Refundable Amount		

Processed by (Print Name):	
Processed by Signature	
Approved by Chief Executive Officer or Delegate /Signature	
Date:	

Note: Please note that refund will be made on the same bank account through which you deposited your tuition fee to Skilled Up Pty Ltd.

Application fee/administration charges are not refundable. For more details on refund amount please see refund policy in your agreement or ask Skilled Up to send you refund policy.