



Instructions to applicants

Please type or use BLOCK LETTERS when completing this form. Return the completed form to: Orange College Pty Ltd – Level 6, 416–420 Collins Street Melbourne Victoria 3000. Telephone: +61 3 9670 2985 Mobile +61 488 267 496 | Email: info@orange.edu.au | Website: www.orange.edu.au

Details

Student Name: _____	Student ID: _____
Date of Blrth: _____	Contact Details: _____
Course Name: _____	
Course Code: _____	Course Intake: _____

Refund Type (Tick)

VISA Refusal
 VISA Renewal Refusal
 VISA Breach of Condition
 Withdrawal
 Transfer
 Cancellation
 Evidence Attached

Section 1

I request a refund for the following:

Invoice Number: _____

Reason: (Please attach any supporting documentation)

Section 2

Acknowledgement
 I understand that my request for a refund will be processed in accordance with Orange International College 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.

Signature of Applicant: _____

Account Name: _____	Bank: _____
Branch Address: _____	SWIFT Code/IBAN: _____
BSB No.: _____	Account No.: _____



Authorisation

Authorisation for Processing for Processing

Action to be taken: Approved Denied Adjusted Amount: \$ _____

Extension Date: _____

Comments: _____

Print Name: _____

Date Processed: _____

Signed: _____

Position: _____

Amount to be refunded: _____