



REFUND APPLICATION FORM

Please forward this completed form at accounts@stc.edu.au or hand it to our staff at reception.

The Signature Training College will assess and reply to the request for a refund within ten (10) working days.

Student Name			
Student ID Number / LLO Number			
USI (if applicable)			
Course Code and Name			
REFUND REASON			
Please tick all that apply	(✓)		
I have commenced my course	<input type="checkbox"/>		
I have not commenced my course	<input type="checkbox"/>		
I currently owe fees and want them reconsidered	<input type="checkbox"/>		
Deposit Account: Please note refunds will only be paid via electronic transfer. Please nominate an authorised account for deposits:			
Bank			
Account Name			
BSB		Account Number	
Swift Code: (Applicable for overseas banks only)			
I authorize refunded amounts to be deposited into the above designated account.			
Student Name			
Student Signature		Date	

Parramatta Campus

📍 Suite 1, 191 Church Street Parramatta NSW 2150

Camellia Campus

📍 Suite 2C L1, 1C Grand Avenue Camellia NSW 2142

International Students

✉ info@stc.edu.au

☎ 1-800-STC-EDU (1800-782-338)

(02) 8806 3939 | +61 466 666 913

Domestic Students

✉ info@signaturetraining.edu.au

☎ (02) 8896 2036 | +61 452 232 813

+61 460 003 311



RTO USE ONLY		
Name:		
Action:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved
Reason for decision:		
Non-refundable admin fee:	Total amount approved for refund:	
Signature:	Date:	
<input type="checkbox"/> <i>VETtrak updated</i> <input type="checkbox"/> <i>Documents files/uploaded</i> <input type="checkbox"/> <i>Email sent to the student</i>		

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