



Refund Request Form

Please refer to Pollard English Refund Policy and Procedure for further details via Pollard English website: www.pollardenglish.edu.au.

Student Details			
Student's Name:		Student ID:	
Passport Details:	Country:	Passport No:	Date of Birth:
Contact Details in Australia			
Address:			
Email Address:		Phone No:	
Course Details			
Course Name:			
Date of Commencement:			
Have you been enrolled with Pollard English for more than 6 months (please circle): Yes No			
Reason for Refund:			
Bank Details:			
Bank:	BSB No.:		
Account Name:	Account No.:		
Student Declaration:			
I hereby declare that all the information and documents provided are true and genuine.			
I have been informed of the Pollard English Refund Policy before/on Orientation Day and I am aware of the procedure.			
Documents attached:			
1. _____		2. _____	
3. _____		4. _____	
Student's Signature: _____		Date: _____	



POLLARD

English Language Centre

Pollard English Language Centre

Level 5, 841 George Street, Sydney NSW 2000 Australia

Level 4, 344 Queen Street, Brisbane QLD 4000 Australia

+61 1300 897 851 | info@pollardenglish.edu.au | www.pollardenglish.edu.au

ABN: 50 615 510 453 CRICOS Code: 03584B

Office Use Only:

Received by:

Pollard English Officer's Signature

Date:

Approved by Course Coordinator/Finance Manager?

Yes

No

Reason

Was the student notified of the outcome via email or letter?

Yes

No

All relevant documents are filed in the student personal file?

Yes

No

Student Management Database updated?

Yes

No

Notified DET and DIBP via PRISMS?

N/A

Yes

No

Signature

Date

Any other comments: