



Canterbury
Technical
Institute

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Student Request Form

Student Full Name: _____

Date of Birth: ____/____/____ Student No: _____

Course/s attending: _____

NOTE: A document processing fee of **\$15** - may apply*

Request for: [Sub: _____]

(Student Signature)

_____/____/____

(Date)

Disclaimer: Refund applications will be processed within 2 weeks from the date of the application received. All refunds made will be less \$150 course application fees paid by the student. Student requesting refund will have to bear any bank charges by the receiving bank or cost after the refund is processed. CTI will not be held responsible for any international exchange rate fluctuations or overseas bank charges. In the event that the refund is not received by the applicant into the nominated a/c due to errors made by the applicant, CTI will charge a \$150 refund processing fee & additional bank-processing charges to the applicant and will make the final refund transfer less the cost incurred. Student receiving refunds in overseas a/c's must provide evidence of arrival (passport copy) in the country of origin, after which the refunds transfer would be made.

----- For Office Use -----

Name of approving person: _____ Signature: _____

Refund Request: ☐ Approved ☐ Denied