



## REFUND REQUEST APPLICATION FORM

### Please Note:

The trading name for the Lincoln Institute of Higher Education (LIHE) is Lincoln Education Australia (LEA).

### TUTION FEE REFUNDS

Before applying, please ensure that you have read the LEA Course Modification and Tuition Fee Refund Policy and Procedure [Policies And Procedures | lincolnau.nsw.edu.au](https://lincolnau.nsw.edu.au) and understood the Procedure, to determine your eligibility for a refund.

The tuition fee refund amounts can be full, or partial or no refund dependent on the circumstances or reasons for withdrawal and the time of withdrawal as compared to the start of the course or census date. Please refer to the Course Modification and Tuition Fee Refund Policy and Procedures [Course Modification and Tuition Fee Refund Policy & Procedures](#) for further details on refund amounts and process.

Refunds will be paid:

- To the person or entity from whom the original payment was received.
- In Australian dollars.
- To the same account or credit card from which the original payment was made at the time of enrolment.
- Within four (4) weeks of receiving a refund claim by LEA, provided all the banking information for payment of refund is also received on the application.

Refund payments will only be calculated and processed based on LEA's tuition fees.

It is important to recognise that the following fees and charges are not tuition fees and are therefore, non-refundable:

- Application fees
- Course Modification Fee
- Enrolment fees
- Learning materials fees
- Change of course fees
- Late payment administrative charges
- Ancillary charges, including credit card surcharges
- Graduation fees
- Library fines
- Re-marking of assessment fees (where applicable)
- Reprints of transcripts
- Postage, printing or Student ID Card replacement charges.
- Accommodation placement
- Airport pickup
- Photocopying credits

### YOUR PERSONAL AND LEA COURSE DETAILS

Title:	Family Name:	Given Names:
Contact Phone Number:	Email:	Student ID (If applicable):
Course Code:	Course Name:	
		Course Coordinator (If applicable):

Address:	Suburb:
----------	---------



# LINCOLN INSTITUTE OF HIGHER EDUCATION

State:	Country:	Postcode:
--------	----------	-----------

## REASON(S) FOR REFUND

Reason(s) for Requesting a Refund:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

## PAYMENT INFORMATION

### ORIGINAL PAYMENT METHOD

<input type="checkbox"/> Credit Card	<input type="checkbox"/> Bank Transfer	<input type="checkbox"/> Other (Please Specify):
--------------------------------------	--	--

### BANK DETAILS

BSB Number:	Bank Name:	
Account Number:	Account Name:	
SWIFT CODE (Overseas):	IFSC Code (Overseas):	IBAN Code (Overseas):
Bank Address:		

## STUDENT DECLARATION

Please read the statement below and check the box in acknowledgement.

- I have read the LEA Course Modification and Tuition Fee Refund Policy and Procedure and understood the eligibility criteria. [Policies And Procedures | lincolnau.nsw.edu.au](http://lincolnau.nsw.edu.au).
- Furnished all relevant supporting documentation
- Full Bank/Credit card details have been supplied
- Signed the declaration section in this form



**Please return form to:**

Admissions Team  
Lincoln Education Australia  
Level 2, 191 Thomas Street, Sydney  
NSW 2000, Australia

**Email:** [admissions@lincolnau.nsw.edu.au](mailto:admissions@lincolnau.nsw.edu.au)

For any queries or assistance please contact the Admissions on +61290729950.

We will endeavour to contact you as soon as possible regarding your application. LEA will process all student refund requests and will provide written responses within 10 working days from the date of receipt.

For further information please refer to the LEA Course Modification and Tuition Fee Refund Policy and Procedures [Course Modification and Tuition Fee Refund Policy & Procedures](#) or contact the Course Coordinator and/or the Student Experience Manager.

I declare that the information provided by me is true and complete. I agree to the conditions of this refund. I hereby request a refund of the tuition fees paid.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Privacy Notification:** Personal information collected on this form will be used to process and investigate your application. Only the people who are directly involved in the process will have access to information about the application. This application and further communications that form part of the application will be stored securely at LEA. You have the right to request access to your personal information.

**For Office Use Only**

Date Received:

--	--