



REQUEST OF REFUND TO AN ALTERNATIVE PAYEE FORM

Instructions:

- This form is to be used when requesting to refund to someone other than the nominated person who made the payment initially.
- If this application form is incomplete, the request may not be processed or delayed.
- Any outstanding balances should be cleared prior to lodging this application form.
- This form must be submitted along with the Raymond International College's Application for Refund Form signed by the student.

Details of Student:	
Name	RIC ID #
Reason for Nominating the following payee:	
Student's relationship to the nominated payee:	
Refund Request Form is Attached:	Yes NO
Details of Payee:	
Name:	
Phone No:	
Email Address:	
Postal Address:	
Bank Details:	BSB:
	Account No:
	Account Name:

I declare that the information I have provided above is true, and I understand the consequences of providing incorrect information which falls under my responsibility. I also, confirm that if any mistakes made by me, the Raymond International College will not be responsible for any losses and disputes that may occur between I and the above nominated payee.

Signature:

Date: