

ID REPLACEMENT REIMBURSEMENT

I authorise you (TAFESA APCA User ID Number 390320) to arrange for funds to be reimbursed to my nominated account via the bulk electronic clearing system at the financial institution shown below. By signing this form, all signatories accept that they have read and understood all details on page two (2) of this document. **Please note: All fields on this form are mandatory**

Please return the completed form to IDReimbursement@tafesa.edu.au

1. Student details Student to complete

Student's full name:	Student ID:
Postal address:	Suburb:
State:	Mobile:
Email address:	Date of birth: / /

I authorise TAFE SA to update my details as required to process this reimbursement:

If any of the below details change, it is essential that you provide updated details as soon as possible.

2. Student bank account details: Bank account holder to complete

Account name:	
BSB number: <small>Must be 6 digits</small>	Account number: <small>Must be between 6 and 9 digits</small>
Name of bank:	Branch address:
Suburb:	State: Postcode:

Reimbursements will only be paid to bank accounts matching the name of the student.

3. ID types to be replaced: ID holder to complete

Driver's licence: <input type="checkbox"/>	Learner's permit <input type="checkbox"/>	Proof of age card: <input type="checkbox"/>	Passport: <input type="checkbox"/>
Cost incurred: \$	Cost incurred: \$	Cost incurred: \$	Cost incurred: \$
Receipt included: <input type="checkbox"/>	Receipt included: <input type="checkbox"/>	Receipt included: <input type="checkbox"/>	Receipt included: <input type="checkbox"/>

Total reimbursement: \$

4. Signatory: Student to complete

Signature:	
Name:	
Date:	Phone number:

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5. Office use only: TAFE SA Connect

Processed by (name):			
Campus:	Date sent to financial transactions:		
ID types replaced:			
Driver's licence: <input type="checkbox"/>	Learner's permit <input type="checkbox"/>	Proof of age card: <input type="checkbox"/>	Passport: <input type="checkbox"/>
This reimbursement is approved by a TAFE SA authorised delegate: <input type="checkbox"/>			
Delegate (name):			
Delegate signature:		Date:	

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Definitions

- > Account – means the account held at your financial institution
- > Business day – means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia, or where there is not a public holiday simultaneously in Victoria and New South Wales
- > Us or we – means TAFE SA
- > You – means the customer
- > Your financial institution – is the financial institution where you hold the account

Confidentiality

We will keep any information (including your account details) in your request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.

We will only disclose information that we have about you;

- 1) To the extent specifically required by law; or
- 2) For the purposes of this agreement (including disclosing information in connection with any query or claim).