

# Request for Refund Form – Domestic Students - HE

Requests to refund tuition fees are reviewed by the Director, Student Services and Retention via this form. Please allow up to 5 business days for review.

- Students are to complete Part A (section 1 & 2) and submit to their Student Adviser.
- Student Adviser can complete sections 1 & 2 as required.
- Student Advisers are to complete the 'Office Use Only' sections and submit the completed form to the Director, Student Services and Retention for review.
- Student Advisers will refer to and explain the [Fees Policy – Higher Education](#) to Students so there is clear understanding of when a Refund request is appropriate; and provide brief explanation on form.

## PART A - Student to complete Section 1 - 2

### 1. STUDENT DETAILS

Student Number:		Date of Birth:
Title:	Given Name:	Family Name:
Email:		Phone Number:
Course:		
Expected course completion date:		Campus:

### 2. BANK ACCOUNT DETAILS

Name of Financial Institution:
Branch Name:
Address of Financial Institution:
Account Name:
Branch Number (BSB):
Account Number:

## PART B - Student Adviser to complete

### 3. OFFICE USE ONLY

Student has paid all fees that the refund request relates to: Yes  or No

Student enrolment has been: Cancelled  or Suspended  or Varied

FileMaker check conducted  Finance check conducted

Reason for refusal or approval recommendation:

---



---



---



---



---

**OFFICE USE ONLY – Student Adviser to complete**

**TUITION FEES**

Subject Code	Cancellation Fee	Refund Amount
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Tuition Fees Totals	\$	\$

**OTHER FEES WITHHELD**

Fees Type	Fee Paid	Amount Withheld
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Other Fees Totals	\$	\$

**TOTAL REFUND DUE: AUD\$** \_\_\_\_\_

**PART C - Director, Student Services and Retention to complete**

- Director, Student Services and Retention is responsible for advising students of refund refusal and providing reasons for refusal in writing; and submitting form to Finance department.
  - Approved **within Policy** approved by Director, Student Services and Retention, or
  - Approved **outside Policy** approved by Director, Student Services and Retention, and
  - Form sent to Finance to process refund request.
- Or
  - Refused** by Director, Student Services and Retention.

**Reason** if refund is approved outside policy or refused:

  
  
  
  
  
  
  
  
  
  

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_