

Request for Refund Form – Domestic Students - HE

Requests to refund tuition fees are reviewed by the Director, Student Services and Retention s 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 _____