



## Application for a fee refund

### 1. Personal details

Family name	<input type="text"/>	University ID	<input type="text" value="U"/>	<input type="text"/>
Given names	<input type="text"/>	Phone	<input type="text"/>	
Address	number & street	Email	<input type="text"/>	
	suburb/town		<input type="text"/>	
	state/province		postal code	country

### 2. Refund details

I would like a refund of my:

<input type="checkbox"/> Domestic Tuition Fees	<input type="checkbox"/> Student Contribution (formerly HECS)
<input type="checkbox"/> Amenities Fee	<input type="checkbox"/> International Student Fees (ISF)
	<input type="checkbox"/> OSHC
	<input type="checkbox"/> Other <input type="text"/>

for the following session:

<input type="checkbox"/> Semester 1	<input type="checkbox"/> Research Quarter 1	<input type="checkbox"/> Summer
<input type="checkbox"/> Semester 2	<input type="checkbox"/> Research Quarter 2	<input type="checkbox"/> Autumn
	<input type="checkbox"/> Research Quarter 3	<input type="checkbox"/> Winter
	<input type="checkbox"/> Research Quarter 4	<input type="checkbox"/> Spring

I am requesting a refund for the following reason

Have you completed and submitted all relevant paperwork (e.g. Application for Program Leave or Withdrawal) by the appropriate closing date to be eligible for a fee refund? Yes  No

How was the payment made:

<input type="checkbox"/> BPAY credit	<input type="checkbox"/> Debit card	<input type="checkbox"/> Cheque/Money order
<input type="checkbox"/> BPAY debit	<input type="checkbox"/> Credit card	<input type="checkbox"/> Other <input type="text"/>

Did someone else make the payment you want refunded, for example a parent or sponsor? Yes  No   
If yes, please provide the name and address of the payee to be refunded and their bank account **OR** credit card details where the refund is to be credited. If no please skip to Section 3 below.

Payee's name

Address

number & street	<input type="text"/>	suburb/town	<input type="text"/>
state/province	<input type="text"/>	postal code	<input type="text"/>
		country	<input type="text"/>

### 3. Account details

Please supply either bank account details **OR** a credit card to which the refund is to be credited.

**EITHER** — I nominate a bank account to which the refund should be processed:

Bank  Branch  BSB  Account No.

Name of account holder

**OR** — I nominate a credit card to which the refund should be processed:

MasterCard  Visa  Credit Card No.

Cardholder's name

Expiry MM / YY



## Application for a fee refund

### Refund processing times

Refund Method	Processing Day	Funds Available
Electronic Funds Transfer (EFT)	Monday – Friday	Up to 5 business days after refund is processed
Cheques	Wednesday	Up to 5 business days after refund is processed
International Bank Drafts	Wednesday	Up to 10 business days after refund is processed
Telegraphic Transfers	Tuesday & Thursday	Up to 10 business days after refund is processed
Credit Card	Monday – Friday	Up to 3 business days after refund is processed

### Conditions of refund

Please read the following Conditions carefully before applying for a fee refund.

- A. Refund requests will only be processed if the refund complies with the dates and policies contained in the [SEAP Guide](#).
- B. Under normal circumstances the University will process your refund request within 21 days.
- C. If the original fee payment was made on your behalf by a third party the third party will be refunded any amount due.
- D. In some circumstances, refunds may require extra time to process due to:
  - delays in program withdrawal or leave being approved
  - appeals requiring the approval of the Head, Student Administration
  - incorrect or incomplete information being provided
- E. If you wish to apply for a remission of your HECS-HELP or FEE-HELP debt please complete the Application for [Remission of SLE & Associated Debt form](#).

### 3. Student's declaration

- I have read, understood and accepted the Conditions of this refund application.
- I understand that providing inaccurate or incomplete information will delay my refund application.
- I understand that ANU may disclose the personal information I have given in this application to the Department of Education, Employment and Workplace Relations (DEEWR) and that DEEWR will collect and store my personal information for use in connection with the Higher Education Support Act 2003 (HESA). DEEWR may also disclose the information to the Australian Taxation Office (ATO).

Applicant's signature

Date

#### OFFICE USE ONLY

Voucher No.

Amount \$

Name

Student ID

Approved by

comments

cheque

credit card

EFT

international draft

Date