



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"/> | |
| | | Email | <input type="text"/> | |

2. Refund details

I would like a refund of my:

| | | |
|--|---|---|
| <input type="checkbox"/> Amenities Fee | <input type="checkbox"/> Domestic Tuition Fees | <input type="checkbox"/> Student Contribution (formerly HECS) |
| <input type="checkbox"/> | <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: I have been approved for late withdrawal

I dropped a course I withdrew from my program I have taken program leave

Transcript/Student Card Other

3. Account details

Account details to which the refund will be processed

| | |
|--|----------------------|
| BSB | <input type="text"/> |
| Account Number | <input type="text"/> |
| Name of account holder | <input type="text"/> |
| Name and address of Bank (International Banks Only) | <input type="text"/> |
| Swift Code (International Banks Only) | <input type="text"/> |
| IBAN (International Banks Only) | <input type="text"/> |
| CNAPS Code (International Banks Only) | <input type="text"/> |
| Currency (International Banks Only) | <input type="text"/> |



Application for a fee refund

Please read the following information carefully to ensure that you complete the application correctly and understand how your refund will be processed.

Refund Timing

Student Administration and Records will endeavour to process your refund within 21 days of your application being received and a credit appearing on your account.

In some circumstances, refunds may require extra time to process due to delays in program withdrawal or leave being approved, appeals or incomplete information being provided.

Please ensure that you read and complete the form correctly and provide information where requested to avoid delays in the processing of your refund.

Refund Methods

Payments will be refunded back to a bank account via Electronic Funds Transfer or Telegraphic Transfer. Please ensure your Australian bank details are up to date in ISIS.

Remission of HECS-HELP/FEE-HELP Debt

If you wish to apply for a remission of your HECS-HELP or FEE-HELP debt please complete the relevant section of the MMD—Coursework form available in ISIS.

Information provided in this application will be kept confidential.

4. Student's declaration

- The information I have provided in this application is true and correct to the best of my knowledge and I understand that providing inaccurate or incomplete information will delay my refund application.
- The bank details in my ISIS account are current and correct
- I understand that the Student Administration and Records office will endeavour to process my refund within 21 days of receiving my completed application or 21 days from the time a credit appears on my student account.
- I understand that all payments will be refunded by Electronic Funds Transfer (EFT) or Telegraphic Transfer (TT) to the nominated bank account.
- Where applicable, I have 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

Applicant's signature

Date