

GENERAL INFORMATION

Requests for the fee refunds must be made using this official Application for Fee Refund form. Please complete, sign and date this form if received electronically; alternatively you can submit a hard copy at the Information Centre, Building A, Level 1 (Melbourne Campus) or other relevant campus location. Refunds are only for course/unit withdrawals, credit transfers, deferments and cancellations in the current academic year.

Students who are deferring or cancelling their course must complete the appropriate cancellation form and return to the Student Management Centre or Information Centre.

SECTION A: PERSONAL DETAILS	
Student ID <small>(if issued)</small>	<input type="text"/>
Title	<input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/> MRS <input type="checkbox"/> MR <input type="checkbox"/> DR
Family Name	<input type="text"/>
Given Name(s)	<input type="text"/>
Street Address	<input type="text"/>
Suburb	<input type="text"/>
Postcode	<input type="text"/>
Telephone (Home)	<input type="text"/>
Telephone (Mobile):	<input type="text"/>
Course Code	<input type="text"/>
Course Start Date:	<input type="text"/>
Course Title	<input type="text"/>
Are you an international student?	<input type="checkbox"/> YES <input type="checkbox"/> NO

SECTION B: REASON FOR REFUND	
<input type="checkbox"/> Deferring from Course	<input type="checkbox"/> Withdrawal from Units – Reduced Load
<input type="checkbox"/> Withdrawal from Course	<input type="checkbox"/> Credit Transfer/RPL
<input type="checkbox"/> Overpayment	<input type="checkbox"/> Other (please specify) _____

SECTION C: PREFERRED METHOD OF REFUND
All refunds are made through Electronic Funds Transfer (EFT). Please ensure you provide your bank details in section E overleaf.

SECTION D: DECLARATION BY STUDENT
I understand that all resource materials borrowed from the institute must be returned and all outstanding fees must be paid prior to the issue of refund. I also acknowledge that if I am cancelling/deferring from the course, I will return my Student ID card to the Information Centre. Failure to do so will result in my refund not being processed.
I understand a deduction of \$100 applies to deferment and withdrawal from the entire courses. All refunds are subject to the Fees and Charges Policy
Signature of Student <input type="text"/>
Date <input type="text"/>

Office use only (To be completed by Student Administration)	Office use only (IC)																
<table border="1"> <thead> <tr> <th>Fee Information</th> <th>Fee Paid</th> <th>Adjustment</th> <th>Variation</th> </tr> </thead> <tbody> <tr> <td>Amount Paid</td> <td>\$ <input type="text"/></td> <td>\$ <input type="text"/></td> <td>\$ <input type="text"/></td> </tr> <tr> <td>Less \$100 fee – Charged for withdrawal/deferment of courses</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Refund Due</td> <td colspan="3"><input type="text"/></td> </tr> </tbody> </table>	Fee Information	Fee Paid	Adjustment	Variation	Amount Paid	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	Less \$100 fee – Charged for withdrawal/deferment of courses				Total Refund Due	<input type="text"/>			Refund processed by _____ Date of refund processing ___/___/___ ID card Returned <input type="checkbox"/> Yes <input type="checkbox"/> No Refund request number _____
Fee Information	Fee Paid	Adjustment	Variation														
Amount Paid	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>														
Less \$100 fee – Charged for withdrawal/deferment of courses																	
Total Refund Due	<input type="text"/>																
Authorising Manager _____ <small>Name of Authorising Manager Signature of Authorising Manager Date</small>	Office use only (Finance) Payment Generated <input type="checkbox"/> ___/___/___																
Authorising Director _____ <small>Name of Authorising Director Signature of Authorising Director Date</small>																	

Please note the information recorded on this page is highly sensitive. Please ensure you sign the authority for William Angliss Institute to credit your account details

PERSONAL DETAILS	
Student ID (if issued)	<input type="text"/>
Title	<input type="checkbox"/> MS <input type="checkbox"/> MISS <input type="checkbox"/> MRS <input type="checkbox"/> MR <input type="checkbox"/> DR
Family Name	<input type="text"/>
Given Name(s)	<input type="text"/>

SECTION E: BANK DETAILS	
AUSTRALIAN BANKS	
Account Name	<input type="text" value="e.g. Mr John Smith"/>
Name of Bank	<input type="text"/>
BSB	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Account Number <input type="text"/>
OVERSEAS BANKS	
Name of Account Holder	<input type="text"/>
Name of Bank	<input type="text"/>
Address of Bank	<input type="text"/>
Account Number	<input type="text"/> SWIFT code <input type="text"/>
ABA routing Number:(USA)	<input type="text"/> IBAN Number (Europe) <input type="text"/>

Please note: Bank Details are mandatory if you are seeking an EFT Refund. Accuracy and legibility of the details provided is the responsibility of the student. Students must provide at least one email address and one phone number on which they can be contacted, should there be further information required to process domestic or international bank transfers.

SECTION F: AUTHORITY BY STUDENT	
I authorise William Angliss Institute to credit the above account details for the related refund. I accept full responsibility for any error that may occur due to inaccurate or eligible being provided on this form	
Signature of Student	<input type="text"/>
Date	<input type="text"/>

Refund Matrix

Student Cohort	WDR prior to Course Commencement	WDR prior to first Census Date	*WDR after Census Date
Higher Education Students (Full Fee)	Full refund of Tuition Fee and Student Amenities Fee	Full refund of Tuition Fees No refund of Student Amenities Fee	No refund of: Tuition Fee Student Amenities Fee
Diploma and Advanced Diploma (Government Funded and Full Fee)	Full refund of Tuition Fee, Material Fee and Student Amenities Fee	Full refund of Tuition Fees No refund of: Materials Fees, Student Amenities Fee	No refund of: Tuition Fee, Materials Fee and Student Amenities Fee
Certificate level (Government Funded and Full Fee)	Full refund of Tuition fee, Material Fee and Student Amenities Fee	Full refund of Tuition fees No refund of: Materials Fees, Student Amenities Fee	No refund of: Tuition Fee, Materials Fee and Student Amenities Fee
On shore International Students	As per International students Refunds Policy		
Sponsored Students	Full refund of Tuition Fee, Materials Fee and Student Amenities Fee	Full refund of Tuition fees No refund of: Materials Fees, Student Amenities Fee	No refund of: Tuition fee, Materials Fee and Student Amenities Fee
All short courses	Full refund if cancellation advised 5 days prior to Training Commencement 50% refund if cancellation advised within 5 working days of Training Commencement No refund After training Commencement		