

## 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"/>								
<b>Are you an international student?</b>						<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

Date

### Office use only (To be completed by IC and Finance Staff)

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			<input type="text"/>
<b>Total Refund Due</b>			<input type="text"/>
Authorising Manager	_____/_____/_____ <small>Name of Authorising Manager      Signature of Authorising Manager      Date</small>		
Authorising Director	_____/_____/_____ <small>Name of Authorising Director      Signature of Authorising Director      Date</small>		

### Office use only (IC)

Refund processed by \_\_\_\_\_  
Date of refund processing \_\_\_\_/\_\_\_\_/\_\_\_\_  
ID card Returned  Yes  No  
Refund request number \_\_\_\_\_

### Office use only (Finance)

Payment Generated  \_\_\_\_/\_\_\_\_/\_\_\_\_

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)

Title  MS  MISS  MRS  MR  DR

Family Name  Given Name(s)

## SECTION E: BANK DETAILS

### AUSTRALIAN BANKS

Account Name

Name of Bank

BSB       Account Number

### OVERSEAS BANKS

Name of Account Holder

Name of Bank

Address of Bank

Account Number  SWIFT code

ABA routing Number:(USA)  IBAN Number (Europe)

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  Date

### Refund Matrix

Student Cohort	WDR prior to Course Commencement	WDR prior to first Census Date	*WDR after Census Date
<b>Higher Education Students (Full Fee)</b>	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
<b>Diploma and Advanced Diploma (Government Funded and Full Fee)</b>	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
<b>Certificate level (Government Funded and Full Fee)</b>	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
<b>On shore International Students</b>	<i>As per International students Refunds Policy</i>		
<b>Sponsored Students</b>	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
<b>All short courses</b>	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		