

<p>Form Received:</p> <p>Date: _____</p> <p>Initial: _____</p>

APPLICATION FOR REFUND OF TUITION FEES

- To be completed by all students requesting a refund.**
- All relevant fields MUST be filled out and submitted with all supporting evidence or this form will NOT be accepted.**
- Please fill out this form electronically. Hand written forms will NOT be accepted.**
- Once this form is completed, print it out and sign.**
- Submit the completed form via one of the options below.**

LODGEMENT DETAILS

In person: Deakin College Reception	By email: DeakinFinance@navitas.com
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Part A – Personal Details

Student ID:	Date of Birth:
Family name:	
Given names:	
Email address:	Contact number:

Part B – Refund Reason – documentation is required, see back of form for details

<input type="checkbox"/> Completed course <input type="checkbox"/> Withdrawal from course <input type="checkbox"/> U18 Accommodation / Guardianship fees <input type="checkbox"/> Difference in tuition fees	<input type="checkbox"/> Failure to meet entry requirements <input type="checkbox"/> Refusal of student visa <input type="checkbox"/> Other: please specify
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Please provide details:

Part C – Payment Details (Select one option only. If bank transfer, ALL details must be filled out)

Bank transfer – Australian Bank	Bank transfer – International Bank
Bank name:	Bank name:
Bank address:	Bank address:
BSB no:	SWIFT code:
Account no:	Account no / IBAN:
Account name:	Account name:
Beneficiary's address:	Beneficiary's address:

Credit Card (Fees paid by credit card will be refunded to that credit card only)

Credit Card Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Card Expiry Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Student Signature:	Date:

Part D – Student Declaration

Your request will be assessed in accordance with the Refund Policy available for viewing at:
<https://www.deakincollege.edu.au/policies-procedures>

The review process can take up to 4 weeks. If you have not heard back regarding your application after this time please contact Deakin College Finance.

I have read the refund policy as stated above.
 I agree with the conditions of refund and declare that I am the person for whom this refund is to be paid.

Student Signature: _____ Date: _____

Supporting documentation required		OFFICE USE ONLY		
Reason for refund request:	Supporting documentation:	Staff Checks/Action:		Initial & Date
Completed course	None required.	Finance	Check Enrolment Status.	
Withdrawal from course	Completed <i>Withdrawal</i> form.	Student Services	Check supporting documentation. Process Withdrawal. Forward refund form to Finance .	
U18 Accommodation / Guardianship fees	Approved amendment to U18 Accommodation and/or Guardianship arrangements.	Student Services	Check supporting documentation. Forward refund form to Finance .	
Difference in tuition fees	Revised Offer Letter and CoEs for the new course.	Admissions	Check supporting documentation. Forward refund form to Finance .	
Failure to meet entry requirements	Documentary evidence that Offer Letter conditions have not been met.	Admissions	Check supporting documentation. Forward refund form to Finance .	
Refusal of student visa	Letter from Australian Government informing of the visa refusal.	Admissions	Check supporting documentation. Forward refund form to Finance .	
Other	Contact Student Services to discuss the reason and documentation required.	Student Services	Forward refund form to Finance .	

OFFICE USE ONLY – Finance		
	Fees paid	Comment:
+	+ OSHC	
+	+ Accommodation / Guardianship	
+	+ Other:	
-	- Visa refusal	
-	- Failure to meet entry requirements	
-	- Cancellation penalty	
-	- Other:	
	TOTAL REFUND AMOUNT	

OFFICE USE ONLY - Approval				
Position	Name	Signed	Date	Comment
Accounts Officer				
Business Manager				
Director - Finance				