

## Application for Refund of Tuition Fees

\*For more information regarding refund cancellation, please refer to *Refund Policy* at <https://www.deakincollege.edu.au/policies-procedures>.

**Instructions:**

1. Please fill out this form electronically. Hand written applications will **not** be accepted.
2. Once this form is filled out, print it out and sign;
3. Please email with relevant document to [DeakinFinance@navitas.com](mailto:DeakinFinance@navitas.com) or submit at Deakin College Reception.

### STUDENT DETAILS

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Student ID: \_\_\_\_\_ Amount: \_\_\_\_\_

Reason for refund: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

PLEASE ALLOW UP TO FOUR WEEKS FOR THIS TRANSFER

BANK TRANSFER *N.B. Transfers will not be made to third parties*

Name of Bank: \_\_\_\_\_

Bank Address: \_\_\_\_\_

BSB code (Branch Code): \_\_\_\_\_ *(Applies to Australian Banks Only)*

Account Number: \_\_\_\_\_

IBAN Number (UAE only): \_\_\_\_\_

Account Holder Name: \_\_\_\_\_

Account Holder Address: \_\_\_\_\_

SWIFT Code: \_\_\_\_\_ *(Overseas Banks)*

IFSC Code: \_\_\_\_\_ *(Indian Banks Only)*

\*Please note: Fees paid by credit card will be refunded to that credit card only. Card details:

Credit Card Number: \_\_\_\_\_ Card Expiry date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY

	NOTIFICATION PERIOD	CANCELLATION PENALTY
<input type="checkbox"/>	<b>Intending Overseas Student Visa Refusal</b> <i>Evidence of refusal necessary</i>	A\$500*
<input type="checkbox"/>	<b>Failure to meet entry requirement(s) or conditions of enrolment</b>	A\$500
<input type="checkbox"/>	<b>Before Commencement Date</b> More than 10 weeks:	25% of tuition fees
<input type="checkbox"/>	More than 4 weeks and up to 10 weeks:	60% of tuition fees
<input type="checkbox"/>	4 weeks or less:	80% of tuition fees
<input type="checkbox"/>	<b>After Commencement Date</b> 4 weeks or less:	A\$500 plus 80% of tuition fees
<input type="checkbox"/>	More than 4 weeks:	100% of tuition fees

**Finance Department:**  
 Visa Refusal    Withdrawn    Completed Course    OSHC    Full Refund    Other

Notes: \_\_\_\_\_  
 \_\_\_\_\_

Trimester Intake: \_\_\_\_\_ Student Balance: \_\_\_\_\_ Campus Code: \_\_\_\_\_

Plus Overseas Student Health Cover Refund: \_\_\_\_\_

Less Visa Refusal Administration Charge: \_\_\_\_\_ (*Evidence of Refusal Letter Must Be Attached*)

Less Withdrawn Administration Charge: \_\_\_\_\_ (*Did Not Meet Deakin College Entry Requirement*)

Less Withdrawn Cancellation Charge: \_\_\_\_\_ % Trimester Fee

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Refund Amount to Student: \_\_\_\_\_ Bank Reference: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment Method:**  Telegraphic Transfer (Overseas)                       EFT (Within Australia)

Prepared by \_\_\_\_\_ Batch No: \_\_\_\_\_

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

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**Quality & Compliance Department** (for International students refund only):

TPS reported in PRISMS and MAZE Note entered by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_