Request for Refund Form – Domestic Students - HE

Requests to refund tuition fees are reviewed by the Director, Student Services and Retention s via this form. Please allow up to 5 business days for review.

* Students are to complete Part A (section 1 & 2) and submit to their Student Adviser.
* Student Adviser can complete sections 1 & 2 as required.
* Student Advisers are to complete the ‘Office Use Only’ sections and submit the completed form to the Director, Student Services and Retention for review.
* Student Advisers will refer to and explain the [Fees Policy – Higher Education](https://source.endeavourlearninggroup.com.au/Public%20Documents%20Library/DOCID-3-288.pdf) to Students so there is clear understanding of when a Refund request is appropriate; and provide brief explanation on form.

PART A - Student to complete Section 1 - 2

1. STUDENT DETAILS

|  |  |
| --- | --- |
| Student Number: | Date of Birth: |
| Title: | Given Name: | Family Name: |
| Email:  | Phone Number: |
| Course:  |
| Expected course completion date: | Campus: |

1. BANK ACCOUNT DETAILS

|  |
| --- |
| Name of Financial Institution:  |
| Branch Name: |
| Address of Financial Institution: |
| Account Name: |
| Branch Number (BSB): |
| Account Number: |

PART B - Student Adviser to complete

1. OFFICE USE ONLY

|  |
| --- |
| Student has paid all fees that the refund request relates to: Yes [ ]  or No [ ]  |
| Student enrolment has been: Cancelled [ ]  or Suspended [ ]  or Varied [ ]  |
| FileMaker check conducted [ ]  Finance check conducted [ ]   |
| Reason for refusal or approval recommendation: |
|  |
|  |
|  |
|  |

OFFICE USE ONLY – Student Adviser to complete

TUITION FEES

|  |  |  |
| --- | --- | --- |
| Subject Code | Cancellation Fee | Refund Amount |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
| Tuition Fees Totals | $ | $ |

OTHER FEES WITHHELD

|  |  |  |
| --- | --- | --- |
| Fees Type | Fee Paid | Amount Withheld |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
| Other Fees Totals | $ | $ |

**TOTAL REFUND DUE: AUD$**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PART C - Director, Student Services and Retention to complete

* Director, Student Services and Retention s is responsible for advising students of refund refusal and providing reasons for refusal in writing; and submitting form to Finance department.

[ ]  Approved **within** **Policy** approved by Director, Student Services and Retention, or

[ ]  Approved **outside** **Policy** approved by Director, Student Services and Retention, and

[ ]  Form sent to Finance to process refund request.

Or

[ ]  **Refused** by Director, Student Services and Retention.

**Reason** if refund is approved outside policy or refused:

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |