

APPLICATION FOR REFUND OF STUDENT FEES

IMPORTANT INFORMATION – Please read before completing application

If you discontinue your enrolment or reduce your enrolment load on or before the census date of any academic period, you are entitled to apply for a refund of student fees paid for that period. For census date details check under 'Important Dates' at www.deakin.edu.au/handbook

A refund can only be paid where:

- The University has received the money that is to be refunded and the funds have been cleared
- You have already actioned any enrolment changes
- The effective date of the enrolment change is on or before the census date
- The payment has not already been allocated to other outstanding student fees, e.g. fees assessed for the following fee period

Under normal circumstances refunds will be processed within 15 business days of receipt of your correctly completed application.

Refunds will be paid by one of the following methods:

- Cheque to an Australian address*
- Bank Draft to an overseas address*
- Telegraphic Transfer to an overseas bank account*

** All refunds are paid in Australian dollars.*

Please do not complete this form if you are applying for a refund on the basis of special circumstances, such as illness. You must complete the Re-crediting and Remission Application form which is available at: <http://www.deakin.edu.au/current-students/study-information/enrolment/remission-debt.php>.

Completed refund applications may be:

- Lodged at Deakin Central on any campus,
- Emailed to fees@deakin.edu.au
- Faxed to Student Finance on 52271195, or
- Mailed to: Student Finance
Division of Student Administration
Deakin University
Locked Bag 20000
Geelong Vic 3220 Australia

APPLICATION FOR REFUND OF STUDENT FEES



DEAKIN
UNIVERSITY AUSTRALIA

PERSONAL DETAILS

Student ID Number											
Family Name							Given Name(s)				
Email							Phone				

METHOD OF REFUND - Please choose one of the following options

<input type="checkbox"/> Cheque to Australian address	Cheque payable to: _____ No. & Street: _____ Suburb: _____ State: _____ Postcode _____
<input type="checkbox"/> Bank draft to overseas address	Draft payable to: _____ Address: _____ _____ State/Region: _____ Country: _____ OS Postcode _____
<input type="checkbox"/> Telegraphic Transfer to overseas bank account <i>NOTE: Banking regulations require an overseas address (no PO Boxes) to be supplied for all telegraphic transfers. Please provide an address below.</i>	Payable to: _____ Name of bank: _____ Bank Address: _____ _____ Account name: _____ Account number: _____ SWIFT Code/ Sort Code/Routing ABA: _____ IBAN number: _____ <i>(must be supplied for all European accounts)</i>

Expected refund \$ _____	Student Signature _____ Date ___/___/___
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OFFICE USE ONLY

Received ___/___/___ Processed ___/___/___ Initials _____ Refund amount \$ _____