

## 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"/>
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"/>
Are you an international student?	<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 \$120 applies to deferment and withdrawal from the entire courses. All refunds are subject to the Fees and Charges Policy	
Signature of Student	<input type="text"/>
Date	<input type="text"/>

Office use only (To be completed by Student Administration)			Office use only (Student Administration)		
Fee Information	Fee Paid	Adjustment	Variation	Refund processed by	_____
Amount Paid	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	Date of refund processing	___/___/___
Less \$120 fee – Charged for withdrawal/deferment of courses				ID card Returned	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Total Refund Due</b>		<input type="text"/>	Refund request number	_____
Authorising Manager	_____	_____	_____/_____/_____		
	<small>Name of Authorising Manager</small>	<small>Signature of Authorising Manager</small>	<small>Date</small>		
Authorising Director	_____	_____	_____/_____/_____		
	<small>Name of Authorising Director</small>	<small>Signature of Authorising Director</small>	<small>Date</small>		
			<b>Office use only (Finance)</b>		
			Payment Generated	<input type="checkbox"/>	___/___/___

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 <small>(if issued)</small>	<input type="text"/>
Family Name	<input type="text"/>
Given Name(s)	<input type="text"/>

SECTION E: BANK DETAILS	
AUSTRALIAN BANKS	
Account Name	<input type="text" value="e.g. Mr John Smith"/>
Name of Bank	<input type="text"/>
BSB	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Account Number <input type="text"/>
OVERSEAS BANKS	
Name of Account Holder	<input type="text"/>
Name of Bank	<input type="text"/>
Address of Bank	<input type="text"/>
Account Number	<input type="text"/> SWIFT code <input type="text"/>
ABA routing Number:(USA)	<input type="text"/> IBAN Number (Europe) <input type="text"/>

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	<input type="text"/>
Date	<input type="text"/>

### Refund Matrix

Student Cohort	WDR prior to Course Commencement	WDR prior to first Census Date	*WDR after Census Date
<b>Higher Education Students</b> <i>(Full Fee)</i>	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</b> <i>(Government Funded and Full Fee)</i>	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</b> <i>(Government Funded and Full Fee)</i>	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		