

Further information needed to fill out this form can be found online:



▶ APPLYING FOR A REFUND

### HOW TO SUBMIT THIS FORM

#### Email - Current Students:

- Scan and email the completed form to [sa-fees@unimelb.edu.au](mailto:sa-fees@unimelb.edu.au) from your University email account.

#### Email - Non-Current Students:

- Certified copies of an identification document such as passport or driver's licence must be included.
- Scan and email the completed form to [sa-fees@unimelb.edu.au](mailto:sa-fees@unimelb.edu.au)

#### Mail:

- Certified copies of an identification document such as passport or driver's licence must be included.
- Mail to - Fees, Level 4, 757 Swanston Street, University of Melbourne, 3010.

#### Please note:

- If the payment was made by credit card, refund will be paid back to that credit card where possible.
- Library debts must be paid directly to the Library before any refund can be processed.
- Refunds sent to an international address or bank accounts are processed in Australian dollars except where international bank procedure states otherwise.
- All refunds must be made payable to the student or (if applicable) the fee payer. If your fees have been paid by a third party; appropriate advice must be given when applying for a refund. In certain circumstances proof of payment may be required
- Please allow up to two weeks for processing.

#### Declaration:

- I hereby affirm the information provided within this form to be true and accurate.
- I understand that all payments from this time on will be paid according to this information. If any changes need to be made, I will inform the University of Melbourne of these changes in writing.
- I request that, in accordance with the University Refund policy, any outstanding fees and charges owing to the University be deducted from the credit amount before any refund is paid.
- I understand I will receive a refund only if an amount remains in credit after all outstanding fees and charges have been paid in full.

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

Date:   /   /

### PLEASE COMPLETE

#### Personal information:

Student Number:

First name:

Last name:

Phone No.:

Date of birth:   /   /

#### Reason for refund request: (tick the appropriate box)

- Change of HECS-HELP  Submitted Thesis
- Discontinued Course  US Loan
- Granted Leave of Absence / Deferred Course  Withdrawn Subject(s)
- Other (please specify): \_\_\_\_\_

#### Electronic Funds Transfer (EFT):

##### Details of Bank or Financial Institution

Name: \_\_\_\_\_

Full address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Australian Transfers Only** - BSB:

##### International Transfers Only -

Swift Code/Sort Code/Routing ABA: \_\_\_\_\_

IBAN NO: (Europe, UK, UAE, Israel, Lebanon, Pakistan Only) \_\_\_\_\_

CNAPS Code: (China Only)

TRANSIT Code: (Canada Only)

IFSC Code: (India Only)

#### All students -

Name of Bank Account Holder: \_\_\_\_\_

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

Optional EFT Remittance advice by email: \_\_\_\_\_