Level 9, 120 Spencer Street
Melbourne Victoria 3000, Australia
Phone: +61 3 9614 8422 Fax: +61 3 8692 2805
Email: info@melbournecitycollege.edu.au
Website: www.melbournecitycollege.edu.au

REFUND APPLICATION FORM

This form must be used by students applying for refund applications and addressed to the College CEO. If refund applications are lodged in any other way the applicant will be contacted by the College and required to complete this Student Refund Application Form. The full Fees and Refund Policy and Procedure is available on the website at:
www.melbournecitycollege.edu.au **Applications for refunds will also be accepted by mail or by email. Refunds will be made within 28 days of receipt of this application and will include a statement explaining how the refund was calculated if the refund is approved.**

- **Please fill form using CAPITAL/BLOCK LETTERS.**

Personal Details		**Contact Details**	
Student No.:		Email Address:	
Given Name:		Mobile Phone No:	
Family Name:		Address:	
Gender:	❑ Male ❑ Female		
Date of Birth:	/ /	USI No.:	
Course Code & Name:			

Reason for Refund Application:

Student Bank Details:

Note: If a refund is to be remitted to a bank account that does not belong to the student with the above details, please:
- DO NOT complete the Student Bank Details section below.
- Complete and sign a Refund Remittance Authorisation Form and attach a signed Refund Remittance Authorisation Form with this Refund Application Form.

Bank Name: _____

Bank Address: _____

Account Holder Name: _____

Account Holder Address: _____

BSB No.: *(Only for a local Australian Account Holder)* _____

Account Number: _____

Swift Code (overseas banks): _____

Amount of Refund Being Requested: $ _____

Bank Account Currency: (e.g. AUD, USD, the student's country local currency) _____

Student Signature:		Date:	/ /

FOR OFFICE USE ONLY				
Refund Approved:	☐ Yes ☐ No		Date: / /	
Refund Amount Approved:	$			
Approved By:	Name:		Refund transferred (if applicable)	☐ Yes ☐ No ☐ N/A
			PRISMS Updated (If applicable)	☐ Yes ☐ No ☐ N/A
			Wisenet Updated (if applicable)	☐ Yes ☐ No ☐ N/A
	Position:		Refund Register Updated	☐ Yes ☐ No ☐ N/A
	Signature:		Notification to student attached	☐ Yes ☐ No ☐ N/A
Comments:				