



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 it in using CAPITAL/BLOCK LETTERS and tick (✓) relevant option

Personal Details			
Student ID:			
Student Name:			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth:	/ /	USI Number:	
Course Name & Code:			

Contact Details			
Mobile:		Email Address:	
Address:			
	Post Code:		

Reason for Refund Application:	
<hr/> <hr/> <hr/>	
Supporting document attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Student Bank Details	
Bank Name:	
Bank Address:	
_____ City	
_____ State	_____ Country



Account Name:
Account Number:
BSB Number:
Swift Code (overseas banks):
Amount to Refund being requested: \$
Student Signature: Date: / /

For Office Use Only			
Approved By:		Refund Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Position:		Refund Amount Approved:	\$

Refund transferred (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
PRISMS Updated (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Wisenet Updated (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Refund Register Update	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Notification to student attached	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Approved Signature: Date: / /	
Comments:	