

Refund Request Form

Part A: Personal Details	
Given Name:	Family Name:
Student ID:	Date of Birth:
Contact Number:	E mail Address:
Part B: Refund Reason	Supporting Documentation
<input type="checkbox"/> Visa refusal <input type="checkbox"/> Airport pick-up <input type="checkbox"/> Withdrawal <input type="checkbox"/> Overpayment <input type="checkbox"/> Other: please specify _____	<input type="checkbox"/> Letter from the Immigration informing of visa refusal <input type="checkbox"/> Proof of payment made <input type="checkbox"/> Reasons in writing, and airline ticket home <input type="checkbox"/> Proof of payment <input type="checkbox"/> Relevant documentation depends on reasons (eg. Death certificate, medical certificate)
Part C: Payment Details	Refunds will be sent to the credit card from which fees were received.
Bank Name:	
Account Name:	Account Number:
BSB Number:	SWIFT Code:
Bank Address:	
Part D: Student Declaration	
<p>Your request will be assessed in accordance with the Refund Policy available: http://www.latrobemelbourne.edu.au/policies</p> <p>Refund process may take up to 10 working days.</p> <p>I have read the refund policy as stated above. * I agree with the conditions of refund and declare that I am the person for whom this refund is to be paid.</p>	
Signed: _____ Date: _____	

Office Use Only:
Percentage of refund:
Admissions / Student Services:
Date:

AP administration code to: 111.11.011.121.0.8108.0.0.0

Refund policy ELICOS (English Language Students):

Notification Period	Refund
Visa Refusal prior to Course Commencement	
Evidence of refusal necessary	Total course fee minus the lesser of (i) 5% of the amount of course fees received by the provider before the default day, or (ii) \$500 (*Course fees = tuition fees + non-tuition fees received by the provider)
Withdrawal from Program before Course Start Date	
More than 4 weeks	90% of fees*
4 weeks or less	80% of fees*
Withdrawal from Program after Course Start Date	
Withdrawal after commencement date	No refund of fees
Late arrival	No refund of missed classes
Visa Refusal after Course Commencement	
Visa renewal refusal	Less \$500 (Education Services for Overseas Students (Calculation of Refund) Specification 2014)

(FSDP) Foundation Studies and Diploma Program International Students:

Notification Period	Refund
Visa Refusal prior to Course commencement	
Evidence of refusal necessary	Total course fee minus the lesser of (i) 5% of the amount of course fees received by the provider before the default day, or (ii) \$500 (*Course fees = tuition fees + non-tuition fees received by the provider)
Withdrawal from Program before Course Start Date	
More than 10 weeks	75% of fees*
More than 4 weeks and up to 10 weeks	40% of course fees*
4 Weeks or less	20% of course fees*

Withdrawal from Program after Course Start Date	
Prior to census date	20% of fees*
After census date	No refund
Visa Refusal after Course Commencement ** and Visa extension or renewal refusal after Course Commencement ***	
Prior to census data	20 % of fees*
After census date	No refund

*Enrolment, Accommodation Placement and Airport Arrival Fees (except when 72 hours' notice of cancellation of Airport Arrival service is given) are non-refundable.

** Student commenced study in an online mode while outside of Australia, prior to obtaining a Student Visa

***Student has studied for a period of time, online or on campus, with a valid Student Visa