



Academic Services

Application for Refund

Fees/Student Contribution

Please note: It is important that you read the notes on the other side of this form

Date: / / Student No: Course: **EFT Details** (Australian Banks and Financial Institutions)BSB (six digits): - Account Number: Account Name: Bank: **Bank Details** (Overseas Banks)Name of Bank: Bank Address: Beneficiary Account Number: Beneficiary Account Name: SWIFT code:

1. Are you an International Student: Yes No
(if yes, submit/send application to: International Programs Office Level 2 Peribolos East Building La Trobe University Vic 3086)
2. Do you have a loan from the University and/or tuition fees: Yes No
3. Have you returned your La Trobe Student Card: Yes No

Please note: If you are lodging a Discontinuation of Enrolment or Intermission you must attach your La Trobe Student Card with this application for a refund.

I authorise La Trobe University to credit any overpayment of fees against current and future liabilities: Yes No Signature of student: Date:

Send Application to: For Domestic Students – FEES Refund Officer
Student Records Office
La Trobe University VIC 3086

For International Students – International Programs Office
Level 2, Peribolos East Building
La Trobe University VIC 3086

OFFICE USE ONLYChecked by Fees and HECS Office: Document No: Data Input: Student Card Returned: Yes No **IPO Office Use Only**

IPO accountant advised of amount of retained administrative tuition fee to be distributed:

Amount: \$ Date: Amount of OSHC to be refunded by IPO \$ Date: Total refund amount to be actioned by Academic Services \$ Date: Request received by: Authorised by:

Privacy Notice: Details regarding collection, use, disclosure and access of personal information from this form are available from the following website address: www.latrobe.edu.au/privacy or by contacting your local Student Administration Office, or by telephone at (03) 9479 2005.
La Trobe University is a registered provider under the Commonwealth Register of Institution and Courses for Overseas Students (CRICOS)
CRICOS Provider Number: 00115M

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Academic Services

Refunds – Fees, Student Contribution

General Information

Requests for the refund of student Contribution and University Fees must be made using the official Application for Refund form.

Completed forms should be forwarded to:

For Domestic Students – FEES Refund Officer
Student Records Office
La Trobe University VIC 3086

For International Students – International Programs Office
Level 2, Peribolos East Building
La Trobe University VIC 3086

Please note the following:

1. The University's preferred method of refund is by Electronic Funds Transfer (EFT). If EFT bank details are provided an EFT refund will take approximately one week. Without bank details a cheque refund will take approximately four weeks.
2. All International Students should contact the International Programs Office on (03) 9479 1199 before applying for a refund. The Refund Policy for International Students is available at www.latrobe.edu.au/international/apply The complaints and appeal policy can be found at www.latrobe.edu.au/policies
3. Please provide copies of any receipts with your application.
4. Refunds may not be given if your La Trobe Student card has not been returned.
5. Full refunds may not be given for variations of enrolment (discontinuation, intermission) after the census date. Refer to the web for census date information at www.latrobe.edu.au/acadserv/current/censusdates
6. In accordance with the Higher Education Support Act (2003) any overpayment of fees may be used as credit against any current and future liabilities with the University.
7. If you require any further information regarding the amount to be refunded, in the first instance please contact:

For Domestic Students – FEES Refund Officer
Student Records Office
La Trobe University VIC 3086

For International Students – International Programs Office
Level 2, Peribolos East Building
La Trobe University VIC 3086