

Application for Refund

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 form should be forwarded to:

For Domestic Students – FEES Refund Officer
Student Records Office (FEES & HECS)
La Trobe University VIC 3086

For International Students – La Trobe International
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 La Trobe International Finance (LTIFinance@latrobe.edu.au) 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:

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