

GENERAL INFORMATION

Requests for the refund of student contribution and University fees must be made using this official Application for Refund form.

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 15 working days. During the peak times it may take up to 8 weeks.
2. The complaints and appeal policy can be found at <http://www.latrobe.edu.au/search?collection=Latrobe&query=policies>
3. 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 <http://www.latrobe.edu.au/calendar/all-students/census-dates>
4. The Student Administration Office collects and uses your personal information for the purpose of establishing and maintaining your entitlements and obligations as an enrolled student. We are required to collect your personal information under the HES Act and ESOS Act and are required to disclose your information to some government agencies. A detailed collection notice is available at <http://www.latrobe.edu.au/privacy/student-information/privacy-collection-notice>

SECTION A: PERSONAL DETAILS			
Student ID	<input type="text"/>		
Family Name	<input type="text"/>	Given Name	<input type="text"/>
Street Address	<input type="text"/>		Home Phone
Suburb or Town	<input type="text"/>	Mobile Phone	<input type="text"/>
State	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>	Email	<input type="text"/>
Course Title	<input type="text"/>		
SECTION B: BANK DETAILS			
AUSTRALIAN BANKS			
Account Name	<input type="text" value="e.g. Mr John Smith"/>		
Name of Bank	<input type="text"/>		
BSB	<input type="text"/>	-	<input type="text"/>
Account Number	<input type="text"/>		
If you can remember, was the payment originally made by credit card?			
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not sure			

Please note: If payment was made by credit card, we will first attempt to refund to the credit card used and proceed with bank transfers only if there are any issues with card refund. Bank Details are mandatory and accuracy and legibility of the details provided is the responsibility of the student. Students must provide at least one email address and one phone number on which they can be contacted, should there be further information required to process domestic bank transfers.

Signature of Student Date