# GENERAL INFORMATION

Requests for the refund of **50% of the** **Student Amenities and Services Fee ($77) *in 2020***can be made using this form. **Further information and completed form to be forwarded by email to** [**LTIFinance@latrobe.edu.au**](mailto:LTIFinance@latrobe.edu.au) **using the subject line – “SSAF Refund Application-Student ID-Semester/Term”.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SECTION A: PERSONAL DETAILS | | | | | | | | | |
| Student ID |  |  |  |  |  |  |  |  |  |
| Title | MS | | MISS | MRS | | MR | DR |  |  |
| Family Name |  |  |  |  |  |  |  | Given Name | |
|  |  |  |  |  |  |  |  |  | |
| Street Address |  |  |  |  |  |  |  | Home Phone | |
|  |  |  |  |  |  |  |  |  | |
| Suburb or Town |  |  |  |  |  |  |  | Mobile Phone | |
|  |  |  |  |  |  |  |  |  | |
| State |  |  |  |  |  |  |  | Postcode | |
|  |  |  |  |  |  |  |  |  | |
| Country | Australia | | | | |  |  | Email | @students.latrobe.edu.au |
|  |  |  |  |  |  |  |  |  |  |
| Course Title |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | |

**Please tick which Semester/Term you are seeking SSAF refund for:**

**🞏 Semester 2, 2020**

**🞏 Term 4 and 5 2020**

**🞏 Term 5 and 6 2020**

**🞏 Summer 2020/2021**

**AND**

**🞏 I have already provided my bank account details in the previous form submitted for Semester 1 SSAF refund, and I authorize you to deposit the 50% SSAF Refund for Semester /Term 2020 ($77) into the same account.**

**Use this section if you have not yet provided your bank account details for the SSAF refund, or have a different bank account:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SECTION B: BANK DETAILS | | | | | |
| **AUSTRALIAN BANKS** | | | | | |
| Account Name |  | | | |  |
| Name of Bank | |  |  |  | | --- | --- | --- | |  |  |  | | | | |
| BSB |  |  |  | **-** | |
| Account Number |  | | | |  |

**Signature Date:**

# Please note the following:

1. The SSAF Refund will be deposited after the Census date of each Semester/Term.
2. 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 six weeks.
3. The Refund Policy for International Students is available at: <https://policies.latrobe.edu.au/document/view.php?id=369&version=1>

*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*](http://www.latrobe.edu.au/privacy/student-information/privacy-collection-notice)