

GENERAL INFORMATION

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

Further information and completed form is to be forwarded to:

FOR DOMESTIC STUDENTS	FOR INTERNATIONAL STUDENTS
Submit online Or Post to: Fees, Financial Aid & Government Reporting La Trobe University Bundoora VIC 3086	Refund of Fees: La Trobe Global & Regional La Trobe University VIC 3086 Email: IntOperations@latrobe.edu.au

Please note the following:

- 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. Please be advised that Under the **Anti Money Laundering and Counter Terrorism Financing Act 2006** as well as the **current Refund Policy** of La Trobe University, funds needs to be refunded to the same account it was paid from i.e. original International Bank Account and/or Credit Card.
All International Students must contact La Trobe University (IntOperations@latrobe.edu.au) before applying for a refund. Please refer to the La Trobe University [Refund Policy and Procedure](#) for more information. Please refer to the La Trobe University [Complaints and Appeals Policy](#) for more information.
- Please provide copies of payment receipts with your refund application to determine source of payment.
- Refunds may not be given if you are discontinuing your enrolment and have not returned your La Trobe Student Card. Full refunds may not be given for variations of enrolment (discontinuation, intermission) after the census date. Please refer to [census date](#) page for more information
- 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.

INTERNATIONAL STUDENTS: This section must be completed and approved by La Trobe Global & Regional **before** submitting to the Student Financial Services Office. Applications cannot be processed without approval from La Trobe Global and Regional.

LA TROBE INTERNATIONAL USE ONLY			
LTI accountant advised of amount of retained administrative tuition fee to be distributed:			
Retention Amount (Journal Attached)	\$ <input type="text"/>	Date	<input type="text"/>
Amount of OSHC to be refunded by LTG&R	\$ <input type="text"/>	Date	<input type="text"/>
Amount of Fees to be refunded by SS&A	\$ <input type="text"/>	Date	<input type="text"/>
Request received by	<input type="text"/>	LTG&R stamp	
Authorised by	<input type="text"/>		

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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	<input type="checkbox"/> MS	<input type="checkbox"/> MISS	<input type="checkbox"/> MRS	<input type="checkbox"/> MR	<input type="checkbox"/> DR		
Family Name	<input type="text"/>			Given Name	<input type="text"/>		
Street Address	<input type="text"/>			Home Phone	<input type="text"/>		
Suburb or Town	<input type="text"/>			Mobile Phone	<input type="text"/>		
State	<input type="text"/>			Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	<input type="text"/>			Email	<input type="text"/>		
Course Title	<input type="text"/>						

Are you an international student? YES* NO

**If Yes, submit/send application to: La Trobe Global & Regional, La Trobe University Vic 3086*

Do you have a Student Loan from La Trobe University? YES NO

Are you Discontinuing your Enrolment? YES NO

If Yes, have you returned your La Trobe Student Card? YES NO

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

If you do not wish to have a refund, do you authorise La Trobe University to credit any overpayment of fees against current and future liabilities? YES NO

SECTION B: BANK DETAILS
AUSTRALIAN BANKS

Account Name	<input type="text"/>						
Name of Bank	<input type="text"/>						
BSB	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account Number	<input type="text"/>						

SECTION B: BANK DETAILS (continued)
INTERNATIONAL BANKS

Name of Bank	
Bank Address:	
City:	
Account held in name of:	
Account No:	
Account holder's email Address	

IMPORTANT INFORMATION IF PAYING IN LOCAL (\$AUD) CURRENCY – PLEASE NOTE:

You **MUST** provide all relevant banking information that will enable a successful transfer of funds. Please check with your bank to ensure you have the correct information. Different banks have different requirements.

China

SWIFT Code **AND** CNAPS Code (CNAPS is 12 digits in length)

Europe

IBAN Number

India

SWIFT Code **AND** IFSC Code (IFSC is 11 digits in length)

USA

SWIFT Code **AND** ABA (also known as Bank Routing number – is 9 digits in length)

Vietnam

SWIFT Code **AND** CITAD (8 digits in length)

PLEASE PROVIDE:

Routing Code <small>(for all international payments)</small>	
IBAN, SWIFT/BIC code <small>(for all international payments)</small>	
IFCS Code	

Signature of Student

Date