

**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 <a href="#">online</a> Or Post to: Fees, Financial Aid & Government Reporting La Trobe University Bundoora VIC 3086	Refund of Fees La Trobe International Level 3, Sylvia Walton Building La Trobe University VIC 3086 Email: <a href="mailto:LTIFinance@latrobe.edu.au">LTIFinance@latrobe.edu.au</a>

**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. All International Students must contact La Trobe International Finance ([LTIFinance@latrobe.edu.au](mailto:LTIFinance@latrobe.edu.au)) before applying for a refund. The Refund Policy for International Students is available at: <https://policies.latrobe.edu.au/document/view.php?id=369&version=1>  
The complaints and appeal policy can be found at <https://policies.latrobe.edu.au/>
- Please provide copies of any receipts with your application.
- 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. Refer to the web for census date information at <http://www.latrobe.edu.au/calendar/all-students/census-dates>
- 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 International **before** submitting to the Student Financial Services Office. Applications cannot be processed without approval from La Trobe International.

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 LTI	\$ <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"/>	LTI 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 International Level 3, Sylvia Walton Building 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:**

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

Signature of Student

Date