

SECTION A: PERSONAL DETAILS

Student number

Date of birth

/

/

Family name as stated in passport

Given name(s)

Are you a sponsored student ?

Yes

No

STUDENTS ADDRESS

Number and Street

Suburb/Town

City/State

Mobile/Telephone

Student's email

Please take note of the following:

1.

Funds will be refunded to the original bank account from which the payments were made. The University's preferred method of refund is by Electronic Funds Transfer (EFT). Please be advised that under the Anti Money Laundering and Counter Terrorism Financing Act 2006 - Federal Register of Legislation as well as the current Refund Policy of La Trobe University, funds need 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 Student Fees Procedure - Refunds for more information. Please refer to the La Trobe University Complaints and Appeals Policy for more information.
2.

Please provide copies of payment receipts with your refund application to determine source of payment.
3.

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 of enrolment, leave of absence) after the census date. Please refer to census date page for more information.
4.

In accordance with the Higher Education Support Act (2003) - Federal Register of Legislation, any overpayment of fees may be used as credit against any current and future liabilities with the University.

SECTION B: BANK DETAILS

INTERNATIONAL BANKS

Account Holder Name:	Bank Name:
City:	Bank Address:
Account Number:	Routing Code:
IBAN,SWIFT/BIC Code:	IFSC Code:

AUSTRALIAN BANKS

Account Name:	BSB:
Name of Bank:	Account Number:



LA TROBE UNIVERSITY

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)

Vietnam: SWIFT Code

USA: SWIFT Code and ABA (Also known as a Bank Routing Number - is 9 digits in length)

REASON FOR REFUND

- ☐ I am transferring to another Australian provider
- ☐ Unsuccessful visa application (please provide the visa refusal letter)
- ☐ Compassionate or compelling circumstances (please provide a personal statement and additional documents to support your request)
- ☐ Withdrawal of offer by the University before course starts
- ☐ I am returning to my home country and will not continue to study in Australia
- ☐ Discontinuation of Enrolment with La Trobe University
- ☐ If yes, have you submitted the online Discontinuation of Enrolment form?
- ☐ Other (please specify) _____

CONDITIONS FOR REFUND

- All refunds will be processed in accordance with the Student Fees Procedure - Refunds will be paid within 28 working days.
- All refunds will be paid via electronic funds transfer (EFT) and will be paid in Australian dollars only. If your local bank does not accept Australian dollars, the refund will be paid in US dollars.
- Refunds will be paid into the same account as was used to make the original payment, unless you authorise a third party to receive the payment as declared under Section 4.
- Refunds for payments made by credit card will be transferred back into the credit card account and not to any other account.
- Please be aware that your bank may deduct banking transaction fees which could affect the final amount you receive.

SECTION C: STUDENT DECLARATION

Have you answered all questions?

Have you attached copies of all necessary documents?

Have you signed and dated the application?

- I hereby certify that the information I have provided in this form is correct and complete. I acknowledge that the provision of incorrect or incomplete information may result in a delay or prevent refund processing.
- I have read and agree to the Student Fees Procedure - Refunds and the above conditions of refund

Date / / Applicant (Student) Signature:

Please submit your completed form, together with your supporting documents to the International Operations Team E: IntOperations@latrobe.edu.au

LA TROBE INTERNATIONAL OPERATIONS AND COMPLIANCE (LTIOC) USE ONLY

Retention Amount (Journal Attached)	Date
Amount of OSHC to be refunded to LTIOC	Date
Amount of Fees to be refunded	Date
Actioned by (Name/ Position)	Authorised by (Name/ Position)