A57 – DOMESTIC STUDENT REFUND APPLICATION

VICTORIA UNIVERSITY

To determine your eligibility for a refund, please refer to vu.edu.au/current-students/your-course/fees/refunds

Please allow 10–15 business days for your refund to be processed. If you are an international student, you will be required to complete the Refund of International Student Fees form.

Please complete the form in **BLOCK LETTERS** using a black or blue pen.

1. PERSONAL DETAILS

Student ID

Family name

Given names

Date of birth

Course title

Course code

Email

Phone

2. REFUND DETAILS

Refund amount requested ($)

Reason for refund:

Course/unit withdrawal

Remission granted

Concession rate applied

Paid upfront but have changed option to HELP Loan

Changed citizenship

Leave of absence

Other

Refund recipient

Self – refund to you

Third party – refund to third party (e.g. employer, parent, sponsor)

Bank account details

Refunds will be sent via electronic funds transfer (EFT) to Australian bank accounts only.

Bank name

Account holder's name

BSB ☐☐☐ / ☐☐☐   Account number ☐☐☐☐☐☐☐☐☐☐

Bank account statement provided   Yes   No

3. STUDENT DECLARATION

- I declare that the information provided within this form is to be true and accurate.
- I understand that any outstanding fees and charges owing to the University will be deducted from the credit amount before any refund is paid.
- I have read and understood the privacy information in accordance with the Students Information Privacy Collection Statement and the University Privacy Policy, available at vu.edu.au/privacy.

Signature   **Date**

Parent/guardian signature (only if under 18 years of age).

Signature   **Date**

Submit this form

You can submit this form in person at any VUHQ or email it to us via ASKVU. If you have a question, you can access ASKVU (askvu.vu.edu.au), email us, speak to us via live chat, call us on +61 3 9919 6100 or drop into a VUHQ and see us in person.

OFFICE USE ONLY

Approval

Has this refund application been approved & communication sent?   Yes   No

Amount to be refunded ($)

Processed by

Signature	Date

CONTACT US   If you have any questions, you can access ASKVU (askvu.vu.edu.au), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

- **City Campus**
- **Footscray Nicholson**
- **Footscray Park**
- **St Albans**
- **Sunshine**
- **Werribee**

Victoria University, CRICOS No. 00124K (Melbourne), 02475D (Sydney and Brisbane), RTO 3113, TEQSA No. PRV12152, Provider Category: Australian University

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