

## Complete and submit this form to apply for a refund of fees.

1. YOU MUST FIRST CONTACT YOUR SCHOOL TO ADVISE OF YOUR INTENTION TO WITHDRAW.
2. THE SCHOOL MUST COMPLETE AND LODGE AN AMENDMENT TO ENROLMENT FORM TO ACADEMIC RECORDS.

Melbourne Polytechnic Student Number	<input type="text"/>	Receipt Number	<input type="text"/>
Legal Family Name	<input type="text"/>		
Legal Given Names	<input type="text"/>		
Address:	Number and Street	Suburb	State Postcode
Course Name	<input type="text"/>		Course Code

### Refund Payment Method

See **IMPORTANT INFORMATION FOR STUDENTS** below.

#### 1. Cheque Refunds

(see **IMPORTANT INFORMATION FOR STUDENTS** below)  
If necessary fill in name and address here:  
(Please print clearly)

Name:	<input type="text"/>		
Address:	<input type="text"/>		
State:	<input type="text"/>	Postcode:	<input type="text"/>

#### 2. Credit Card refunds can ONLY be made to the Credit Card used to make the original payment. (see **IMPORTANT INFORMATION FOR STUDENTS** below)

Credit Card No.	<input type="text"/>	Expiry Date	<input type="text"/>
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### STUDENT

### REASON FOR REFUND CLAIM

Please tick appropriate box

#### FOR ALL COURSES/ANY LEVEL

<input type="checkbox"/>	1. Course/class/module <b>cancelled by Melbourne Polytechnic.</b> (Head of School to verify cancellation.)	Full Refund of all payments made.
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#### FOR CERTIFICATES I, II, III or IV A \$50.00 administrative fee WILL apply.

<input type="checkbox"/>	2. Partial withdrawal <b>prior to or within 28 days</b> of confirmed start date of course or re-enrolment commencement date.	Refund of Tuition and Amenities fees for withdrawn subject/s will be granted. Fees for enrolled subjects will remain payable. A \$50.00 Administrative fee will be withheld.
<input type="checkbox"/>	3. Full withdrawal <b>prior to or within 28 days</b> of confirmed start date of course or re-enrolment commencement date.	Refund of Tuition and Amenities fees for withdrawn course will be granted. A \$50.00 Administrative fee will be withheld.

#### FOR DIPLOMA AND ADVANCED DIPLOMA

<input type="checkbox"/>	4. Withdrawal from subject/s or course <b>on or before census date.</b>	Refund of Tuition and Amenities fees for withdrawn subject/s will be granted. Fees for enrolled subjects will remain payable. No refund granted after census date, except in 'special circumstances'. (Refer to the Student Enrolment, Fees & Charges Policy).
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#### FOR DEGREE AND ASSOCIATE DEGREE

<input type="checkbox"/>	5. Withdrawal from subject/s or course <b>on or before census date.</b>	No refund granted <b>after</b> census date, except in 'special circumstances'. (Refer to the Student Enrolment, Fees & Charges Policy).
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#### FOR INSTITUTE ACCREDITED COURSES

<input type="checkbox"/>	6. Withdrawal from course <b>more than five (5) days prior to commencement.</b>	Refund less 10% of the advertised course price (maximum \$50.00). Refunds will not be granted less than 5 days prior to commencement.
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#### REASON OTHER THAN 1-6 A \$50.00 administrative fee MAY apply.

<input type="checkbox"/>	7. <input type="text"/>	<input type="text"/>
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Where fees paid are less than the \$50.00 administrative fee, this may result in no refund being issued.

#### MATERIALS FEES (all courses excluding Higher Education):

Refunds of fees for unissued materials are subject to approval and verification by the appropriate Head of School.	Refunds will not be granted for Materials fees after 28 days. No refund will be issued outside the current enrolment period.
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Student Signature

Date

### IMPORTANT INFORMATION FOR STUDENTS

Forward this form, with copies of receipts and evidence required to support refund claim to:

Refunds -Student Acquisitions, Building C, Melbourne Polytechnic, 77 St Georges Road, Preston 3072 or email: [refunds@melbournepolytechnic.edu.au](mailto:refunds@melbournepolytechnic.edu.au)

1. If original payment was made by cheque, the refund cheque will be issued in the name of the original payer. For all other cheque refunds, if left blank above, the cheque will be issued in the name of the student.  
Exceptions are: The refund cheque is to be made out in a different name, e.g. parents/company name. Complete REFUND PAYMENT METHOD above.  
Refunds can be made to the CREDIT CARD USED TO MAKE THE ORIGINAL PAYMENT. Complete REFUND PAYMENT METHOD above.
2. Refunds will not be granted after 28 days for any Certificate I, II, III or IV course. (except in special circumstances).
3. Refunds will not be granted after the Census date for Diploma, Advanced Diploma and Higher Education courses except in special circumstances. (Refer to Student Enrolment, Fees and Charges Policy.)
4. Refunds will not be granted if students are issued with a Health Care Card AFTER payment of fees.
5. No refund of DebitSuccess Billing Fee where repayments have been debited. No refund of initial DebitSuccess \$10.00 Administration Fee after the 5 day Cool Off Period.
6. Refunds will not be granted outside of the current enrolment period.
7. For cancelled courses or full course withdrawals, Student ID Cards MUST be returned to Melbourne Polytechnic when lodging Application for Refund of Fees form. Student ID Cards remain Melbourne Polytechnic's property.
8. For full details see the Melbourne Polytechnic Student Enrolment Fees and Charges Institute Policy at:  
[www.melbournepolytechnic.edu.au/wp-content/uploads/2014/06/Student-Enrolment-Fees-and-Charges-Policy.pdf](http://www.melbournepolytechnic.edu.au/wp-content/uploads/2014/06/Student-Enrolment-Fees-and-Charges-Policy.pdf)

### ACQUISITION USE ONLY

circle rule 1 2 3 4 5 6 7 8 9 10 other

#### Breakdown

#### Amount

Tuition Contribution	\$ <input type="text"/>
Student Services and Amenities Fees	\$ <input type="text"/>
Materials and Ancillaries	\$ <input type="text"/>
Institute Accredited Courses	\$ <input type="text"/>
Other	\$ <input type="text"/>
<b>TOTAL</b>	\$ <input type="text"/>

Account Code: 1-80-00000-2109-000

Is student flagged on SMS? <input type="checkbox"/>	Was original payment TBI, SL or TPP? <input type="checkbox"/>
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Coordinator Refunds and Student Fees Signature

Coordinator Refunds and Student Fees Name: (Please print)

Date Refund AUTHORISED