MELBOURNE POLYTECHNIC

APPLICATION FOR REFUND OF FEES 20__

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

1. YOU MUST FORMALLY ADVISE OF YOUR INTENTION TO WITHDRAW PRIOR TO OR WITHIN 28 DAYS OF CONFIRMED COURSE COMMENCEMENT.
2. COMPLETE AND SUBMIT THE STUDENT REQUEST FORM AT https://www.melbournepolytechnic.edu.au/student-request AND APPLICATION FOR REFUND OF FEES FORM ONLINE AT: https://www.melbournepolytechnic.edu.au/media/3288/refund-of-fees-application-form.pdf

Melbourne Polytechnic Student Number S | **Receipt Number**

Legal Family Name

Legal Given Names

Address: Number and Street | Suburb | State | Postcode

Course Name | **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:

Address:

State: Postcode:

2. Credit Card refunds

Credit Card No. | Expiry Date

STUDENT REASON FOR REFUND CLAIM

Please tick appropriate box

FOR ALL COURSES/ANY LEVEL

☐	**1.**	Course/class/module **cancelled by Melbourne Polytechnic**. (Manager to verify cancellation.)	**Full Refund of all payments made.**

FOR CERTIFICATES I, II, III or IV **A $50.00 administrative fee WILL apply.**

☐	**2.**	Partial withdrawal **prior to or within 28 days** 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	Refund of Tuition and Amenities fees for withdrawn subject/s will be granted.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.	No refund granted **after** 28 days of confirmed course commencement, except in "special circumstances". (Refer to the Administration of Student Enrolment, Fees and Charges Guidelines & the Administration of Student Enrolment, Fees and Charges Policy)
☐	**3.**	Full withdrawal **prior to or within 28 days** 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	Refund of Tuition and Amenities fees for withdrawn course will be granted.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.	No refund granted **after** 28 days of confirmed course commencement, except in "special circumstances". (Refer to the Administration of Student Enrolment, Fees and Charges Guidelines & the Administration of Student Enrolment, Fees and Charges Policy)

FOR DIPLOMA AND ADVANCED DIPLOMA

☐	**4.**	Withdrawal from subject/s or course **on or before census date**.	Refund of Tuition and Amenities fees for withdrawn subject/s will be granted.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 Melbourne Polytechnic Administration of Student Enrolment, Fees and Charges Guidelines and the Administration of Student Enrolment, Fees and Charges Policy).

FOR DEGREE AND ASSOCIATE DEGREE

☐	**5.**	Withdrawal from subject/s or course **on or before census date**.	No refund granted **after** census date, except in 'special circumstances'. (Refer to the Melbourne Polytechnic Administration of Student Enrolment, Fees and Charges Guidelines and the Administration of Student Enrolment, Fees and Charges Policy).

FOR INSTITUTE ACCREDITED COURSES

☐	**6.**	Withdrawal from course **more than five (5) days prior to commencement.**	Refund less 10% of the advertised course price (maximum $50.00). Refunds will not be granted less than 5 days prior to commencement.

REASON OTHER THAN 1–6 **A $50.00 administrative fee MAY apply.**

☐	**7.**		

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 Manager.	Refunds will not be granted for Materials fees after 28 days. No refund will be issued outside the current enrolment period.

Student Signature | **Date** d d m m y y y y

IMPORTANT INFORMATION FOR STUDENTS

Submit the Student Request form online at: https://www.melbournepolytechnic.edu.au/student-request and then forward this form, with copies of receipts and evidence required to support refund claim to email: *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. (Refer to the Administration of Student Enrolment, Fees and Charges Guidelines & the Administration of Student Enrolment, Fees and Charges Policy.)**
3. **Refunds will not be granted after the Census date for Diploma, Advanced Diploma and Higher Education courses except in special circumstances. (Refer to the Administration of Student Enrolment, Fees and Charges Guidelines & the Administration of Student Enrolment, Fees and Charges Policy.)**
4. **No refund of DebitSuccess Billing Fee where repayments have been debited. No refund of initial DebitSuccess $12.00 Administration Fee after the 5 day Cool Off Period.**
5. **Refunds will not be granted outside of the current enrolment period.**
6. For full details see the Melbourne Polytechnic Administration of Student Enrolment, Fees and Charges Guidelines & the Administration of Student Enrolment, Fees and Charges Policy at:
   https://www.melbournepolytechnic.edu.au/media/2641/student-enrolment-fees-and-charges-guidelines.pdf
   https://www.melbournepolytechnic.edu.au/media/1476/student-enrolment-fees-and-charges-policy.pdf

OFFICE USE ONLY

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

Breakdown	**Amount**
Tuition Contribution	$.
Student Services and Amenities Fees	$.
Materials and Ancillaries	$.
Institute Accredited Courses	$.
Other	$.
TOTAL	$.

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

Is student flagged on SMS? | Was original payment TBI, SL or TPP?

Coordinator Payments and Refunds Signature

Coordinator Payments and Refunds Name: (Please print)

Date Refund AUTHORISED d d m m y y y y