International Students Withdrawal and Refund Application Form

Please forward to International, Melbourne Polytechnic, 77 St Georges Road, Preston VIC 3072 Australia
or email to international@melbournepolytechnic.edu.au

1. PERSONAL AND CONTACT DETAILS

Student Number .....

Family name ..... Given names .....

Street address .....

Suburb ..... State ..... Postcode .....

Email address ..... Phone number .....

2. APPLICATION DETAILS

Please select from the following options (you may choose more than one)

☐ **Cancellation of Enrolment**

Note: Cancellation of your enrolment will affect your student visa. You must contact the Department of Home Affairs (DHA) for visa information before submitting this form. Contact DHA by telephone on 131 881 or through their website at homeaffairs.gov.au/

CANCELLATION OF ENROLMENT IS NOT THE SAME AS A RELEASE LETTER.

☐ **Release Letter**

Attach the following documents

- ☐ A valid offer letter showing the intended course(s) and registered provider of transfer.
- ☐ A written statement detailing the reasons why you wish to transfer providers and how this transfer will benefit you.
- ☐ Evidence of meeting the criteria for transfer between providers described in the International Students Withdrawal, Transfers and Refund Policy.
- ☐ If you are under the age of 18, written approval from a parent or legal guardian supporting the transfer.

Note: Your application for release will be assessed in accordance with Melbourne Polytechnic's International Students Withdrawal, Transfers and Refund Policy. The outcome of the application will be communicated to the student in writing within 10 business days from the date the application has been submitted. Please note that if you are granted a release letter, your enrolment will be cancelled.

☐ **Refund of Fees**

Select the preferred payment method for refund

Note: If original payment made by credit card, the refund will be only made to the same account, and this option is otherwise not available.

☐ **Credit Card Account**

Card number ..... Expiry Date ..... MM / YYYY

Cardholder name ..... Card Type ☐ Visa ☐ Mastercard

☐ **Cheque** (to an Australian address)

Street address .....

Suburb ..... State ..... Postcode .....

☐ **Bank Draft** (to an overseas address)

Overseas address .....

.....

Country ..... Phone number .....

☐ **International Money Transfer** (to an overseas bank account)

Bank name and address .....

.....

Account name.....

SWIFT Code/BSB number ..... Account number.....

IBAN (if applicable) .....

.....

3. REASON

☐ Withdrawn from a course ☐ Did not meet entry requirements ☐ Provider default / course was cancelled

☐ Student visa refused ☐ Granted permanent residency visa ☐ Enrolment excluded or suspended

☐ Other .....

4. STUDENT DECLARATION

I have carefully read and understand Melbourne Polytechnic's International Students Withdrawal, Transfers and Refund Policy and that any refund of fees will be as per this policy.

Student's signature **Date**

....

Signature DD / MM / YYYY

Note: A parent or legal guardian must also sign if student is under 18 years of age.

5. APPROVED REFUND - OFFICE USE ONLY

Total refund $ [ ][ ][ ][ ][ ] . [ ][ ] 1 80 00000 2110

Refund processed by ..... Date .....

Refund approved by ..... Date .....

Manager International Onshore