

IMPORTANT INFORMATION FOR STUDENTS

1. If original payment was made by cheque, the refund cheque will be issued in the name of the original payer. All refunds will be issued in the name of the student, unless alternate payee details are completed upon payment. The tax invoice issued will reflect the payee details. Any private arrangements for reimbursement between a student and a third party/employer is outside of the Melbourne Polytechnic Administration of Student Enrolment, Fees and Charges Guidelines/Policy, and will not be entered into. All fees paid are non-transferable outside of Melbourne Polytechnic.
2. Student Account Refunds: The Student Account is a holding account for a student where they are entitled to a credit of funds that have not been issued as a refund. The funds are retained within the individual student record for future use. For further information please refer to the Refund and Fee Information Flyer which can be found at: melbournepolytechnic.edu.au/study/fees/refunds
3. 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.
4. Refunds will not be granted outside of the current enrolment period.
5. 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: melbournepolytechnic.edu.au/study/fees/fees-policy

OFFICE USE ONLY

 Select 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"/>
TOTAL	\$ <input type="text"/>

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

Student Account Refund?	Yes	No
Was original payment TBI, SL or TPP?	Yes - <i>Select type</i>	No
	<i>TBI</i>	
	<i>SL</i>	
	<i>TPP</i>	

 Coordinator Payments and Refunds Signature Date

 Coordinator Payments and Refunds Name: *(Please print)*