

GENERAL INFORMATION

Requests for the fee refunds must be made using this official Application for Fee Refund form. Please complete, sign and date this form if received electronically; alternatively you can submit a hard copy at the Information Centre, Building A, Level 1 (Melbourne Campus) or other relevant campus location. Refunds are only for course/unit withdrawals, credit transfers, deferments and cancellations in the current academic year.

Students who are deferring or cancelling their course must complete the appropriate cancellation form and return to the Student Management Centre or Information Centre.

SECTION A: PERSONAL DETAILS			
Student ID (if issued)			
Family Name		Given Name(s)	
Street Address			
Suburb		Postcode	
Telephone (Home)		Telephone (Mobile):	
Course Code		Course Start Date:	
Course Title			
Are you an international student?		☐ YES	☐ NO

SECTION B: REASON FOR REFUND	
☐ Deferring from Course	☐ Withdrawal from Units – Reduced Load
☐ Withdrawal from Course	☐ Credit Transfer/RPL
☐ Overpayment	☐ Other (please specify)

SECTION C: PREFERRED METHOD OF REFUND
All refunds are made through Electronic Funds Transfer (EFT). Please ensure you provide your bank details in section E overleaf.

SECTION D: DECLARATION BY STUDENT	
I understand that all resource materials borrowed from the institute must be returned and all outstanding fees must be paid prior to the issue of refund. I also acknowledge that if I am cancelling/deferring from the course, I will return my Student ID card to the Information Centre. Failure to do so will result in my refund not being processed.	
I understand a deduction of \$120 applies to deferment and withdrawal from the entire courses. All refunds are subject to the Fees and Charges Policy	
Signature of Student	Date

Office use only (To be completed by Student Administration)				Office use only (Student Administration)	
Fee Information	Fee Paid	Adjustment	Variation	Refund processed by	
Amount Paid	\$	\$	\$	Date of refund processing / /	
Less \$120 fee – Charged for withdrawal/deferment of courses				ID card Returned ☐ Yes ☐ No	
Total Refund Due				Refund request number	
Authorising Manager	Name of Authorising Manager	Signature of Authorising Manager	Date	Office use only (Finance)	
Authorising Director	Name of Authorising Director	Signature of Authorising Director	Date	Payment Generated ☐ / /	

Please note the information recorded on this page is highly sensitive. Please ensure you sign the authority for William Angliss Institute to credit your account details

PERSONAL DETAILS			
Student ID (if issued)			
Family Name		Given Name(s)	

SECTION E: BANK DETAILS			
AUSTRALIAN BANKS			
Account Name	e.g. Mr John Smith		
Name of Bank			
BSB		Account Number	
OVERSEAS BANKS			
Name of Account Holder			
Name of Bank			
Address of Bank			
Account Number		SWIFT code	
ABA routing Number:(USA)		IBAN Number (Europe)	

Please note: Bank Details are mandatory if you are seeking an EFT Refund. Accuracy and legibility of the details provided is the responsibility of the student. Students must provide at least one email address and one phone number on which they can be contacted, should there be further information required to process domestic or international bank transfers.

SECTION F: AUTHORITY BY STUDENT	
I authorise William Angliss Institute to credit the above account details for the related refund. I accept full responsibility for any error that may occur due to inaccurate or eligible being provided on this form	
Signature of Student	Date

Refund Matrix

Student Cohort	WDR prior to Course Commencement	WDR prior to first Census Date	*WDR after Census Date
Higher Education Students (Full Fee)	Full refund of Tuition Fee and Student Amenities Fee	Full refund of Tuition Fees No refund of Student Amenities Fee	No refund of: Tuition Fee Student Amenities Fee
Diploma and Advanced Diploma (Government Funded and Full Fee)	Full refund of Tuition Fee, Material Fee and Student Amenities Fee	Full refund of Tuition Fees No refund of: Materials Fees, Student Amenities Fee	No refund of: Tuition Fee, Materials Fee and Student Amenities Fee
Certificate level (Government Funded and Full Fee)	Full refund of Tuition fee, Material Fee and Student Amenities Fee	Full refund of Tuition fees No refund of: Materials Fees, Student Amenities Fee	No refund of: Tuition Fee, Materials Fee and Student Amenities Fee
On shore International Students	As per International students Refunds Policy		
Sponsored Students	Full refund of Tuition Fee, Materials Fee and Student Amenities Fee	Full refund of Tuition fees No refund of: Materials Fees, Student Amenities Fee	No refund of: Tuition fee, Materials Fee and Student Amenities Fee
All short courses	Full refund if cancellation advised 5 days prior to Training Commencement 50% refund if cancellation advised within 5 working days of Training Commencement No refund After training Commencement		