

Complete and submit this form to refunds@melbournepolytechnic.edu.au to apply for a refund of fees

Before submitting a refund application please ensure you have read and understood the information at: melbpo.ly/refunds

Melbourne Polytechnic STUDENT NUMBER	S	Receipt Number	
Legal Family Name:			
Legal Given Names:			
Email:		Phone Number:	
Course Name:		Course Code:	

Refund Payment Method: See *IMPORTANT INFORMATION FOR STUDENTS* below.

1. EFT refunds	Account Name:			
	Name of Bank:			
	BSB:		Account Number:	
2. Credit Card refunds - Visa or MasterCard accepted				
Credit Card No.		Expiry Date	M	M

STUDENT TO COMPLETE: 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.
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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	Refund of Tuition and Amenities fees for withdrawn subject/s will be granted.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	Refund of Tuition and Amenities fees for withdrawn course will be granted.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	Refund of Tuition and Amenities fees for withdrawn subject/s will be granted.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).
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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).
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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.
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REASON OTHER THAN 1-6 – A \$50.00 administrative fee *MAY* apply.

7.

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.
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Student signature

Date

D	D	M	M	Y	Y	Y	Y
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IMPORTANT INFORMATION FOR STUDENTS

1. All refunds will be paid to the bank account nominated by the student at the time the application for a refund is made. 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: melbpo.ly/refunds
3. No refund of DebitSuccess Billing Fee where repayments have been debited. No refund of initial DebitSuccess Establishment Fee after the 5 day Cool Off Period.
4. Refunds will not be granted outside of 28 days from the confirmed course commencement.
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: melbpo.ly/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)*