

Family name		Given names	
Contact number		Student number	
Program name		Program code	
RMIT school		Date of birth (DD/MM/YY)	
ACADEMIC CAREER <input type="checkbox"/> Prep <input type="checkbox"/> TAFE <input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Research <input type="checkbox"/>			
Are you an international student? <input type="checkbox"/> YES <input type="checkbox"/> NO			

APPLICATION FOR REFUND OF FEES

IMPORTANT INFORMATION

This form must be used to apply for a refund of your tuition fees. **It needs to be lodged in person at the Hub on your campus** or posted to: The Hub-City Campus, GPO Box 2476V, Melbourne VIC 3001

If your application is approved, a cheque (or bank draft for international students) for the refund, will be issued to the name of the person, or business nominated in the Refund Payment Details section of this form. If you have overlooked an outstanding charge and your application is not approved (or the amount is reduced), you will be advised in writing by the Hub.

Please allow at least two weeks for processing.

For your application to be considered, you must adhere to university census deadlines for the submission of enrolment related paperwork as follows:

Semester/Term 1 - 31 March

Semester/Term 1 Enrolment Variations, Enrolment Cancellation and Leave of Absence applications must be lodged by 31 March in the same year of the study to be eligible for a full refund.

Semester/Term 2 - 31 August

Semester/Term 2 Enrolment Variations, Enrolment Cancellation and Leave of Absence applications must be lodged by 31 August in the year of study to be eligible for a partial refund.

The above census dates only apply to standard semesters/terms. Students enrolled in non-standard semesters/terms (e.g. summer courses, TAFE apprenticeships, etc) should consult their School to ascertain the applicable census date.

***Note:**

Please ensure your mailing address details are accurate to ensure a prompt refund. If your address details have changed you can change your address online by using Enrolment Online or by visiting the Hub.

- Refunds will only be approved when all RMIT University, Student Union Council (SUC) and RMIT Union property is returned.
- Any debt owing to the university will be deducted from any refund proceeds.
- Completion of this form does not constitute an application to cease/alter your enrolment. Please contact the Hub for further information.

APPROVED SCHEDULE OF FEES AND CHARGES

The Approved Schedule of Fees and Charges outlines all fees that may be charged by RMIT for enrolment or other engagement with RMIT, and is published annually under the authority of the RMIT University Council. The approved schedule of fees and charges is available online at: www.rmit.edu.au/programs/fees

All students or persons who enrol at RMIT, or who otherwise engage with RMIT (e.g. graduation, car parking, apply for admission, etc) are subject to the fees and charges detailed in the approved schedule of fees and charges.

REFUND PROCESSING - ADMINISTRATION CHARGE

At the time of refund processing, an administration charge will be levied depending on the type of student. In 2008 these charges are up to \$55.00 for domestic TAFE students, and up to \$500.00 for returning international students. For charges in years other than 2008, refer to the relevant approved schedule of fees and charges.

REASON FOR REFUND

<input type="checkbox"/> Cancellation of Enrolment Date (DD/MM/YY) _____	<input type="checkbox"/> Granted Leave of Absence Date (DD/MM/YY) _____
<input type="checkbox"/> Changed HECS-HELP option Date (DD/MM/YY) _____	<input type="checkbox"/> Scholarship _____
<input type="checkbox"/> Enrolment Variation (reduction in load) Date (DD/MM/YY) _____	<input type="checkbox"/> Other (please provide details) _____

I estimate the amount of my refund to be: _____

Signature of student _____ Date (DD/MM/YY) _____

REFUND PAYMENT DETAILS

Cheque/Bank Draft to be issued to: _____ Name of person or business

Mailing address: _____

Number _____ Street _____ City/Suburb _____

State _____ Postcode _____ Country (leave blank if Australia) _____

OFFICE USE ONLY

Application approved? YES NO Amount of refund: _____

Authorised by: _____ Date (DD/MM/YY) _____
(Manager Student Connections or delegate)

Received by: _____ Hub location: _____ Date (DD/MM/YY) _____

Actioned by: _____ Hub location: _____ Date (DD/MM/YY) _____

Distribution Original to the Hub Duplicate to student (at time of submission)

Office Use Only
Hub date stamp