



REFUND APPLICATION A06

Complete and sign this form to apply for a refund of your VU fees.

APPLYING FOR A REFUND

Please read the information below carefully - it will help you to determine if you are eligible for a refund. If, after reading the information, you are not sure whether you are eligible, please contact us online through ASKVU www.vu.edu.au/askvu or phone +61 3 9919 6100 before you complete the form. If your Enrolment offer/Tax invoice/Adjustment note shows an amount in brackets eg (\$32.00) you may be eligible.

If you are eligible for a refund, complete the form on the reverse side and submit to a Student Service Centre or by fax or mail to the address below. Please allow 4-6 weeks for your refund to be processed and a cheque to be posted to you.

ONSHORE INTERNATIONAL STUDENTS

Please refer to the University Refund Policy, available from VUI. You must lodge your refund application at VUI.

HIGHER EDUCATION STUDENTS

If you have withdrawn from your course or any subjects or taken an approved Leave of absence, the table below will help you work out any refund of fees for which you may be eligible.

If you have paid your student contribution/tuition fee up front for a given semester and you subsequently reduce your study load prior to the semester census date, you are eligible for a refund of the difference between the original and the re-calculated student contribution/tuition fee.

TYPE OF FEE	Before Sem. 1 Census date (31 March)	After Sem.1 Census date (31 March) but before Sem. 2 Census date (31 Aug)	After Sem. 2 Census date (31 Aug)
STUDENT CONTRIBUTION/HELP UPFRONT PAYMENT	Full refund for applicable semester/s	No refund for Sem 1, but full refund of Sem 2 component	No refund
STUDENT CONTRIBUTION/HELP DEFERRED LIABILITY	Reduction of liability for applicable semester/s	No reduction of liability for Sem 1, but full reduction of liability for Sem 2	No reduction of liability
NON-AWARD TUITION FEES	Full refund for applicable semester/s	No refund for Sem 1, but full refund of Sem 2 component	No refund
FULL FEE TUITION FEES	Full refund for applicable semester/s	No refund for Sem 1, but full refund of Sem 2 component	No refund
OTHER UNIVERSITY FEES	Refer to the University handbook of the relevant Faculty/School/Department for details of eligibility for refund.		

TAFE STUDENTS - CERTIFICATE LEVELS 1 - 4

If you have withdrawn from your course or any Units of Study or taken an approved Leave of absence, the tables below will help you work out any refund of fees for which you may be eligible. If you are transferring to another institution within 4 weeks of the course start date, you are eligible for a full refund. You must provide proof with this application.

If you have applied for a concession card and have been advised by Centrelink that you are ineligible, you will receive a refund of your fees paid, less the minimum tuition fee and material fee if you withdraw from your course before your invoice payment due date.

TYPE OF FEE	Before course start date	After course start date	Before refund date (4 weeks after course start date)	After refund date (4 weeks after course start date)
TUITION FEES	Minimum tuition fee retained unless you are taking up a place at another institution	Minimum tuition fee retained unless you are taking up a place at another institution	Minimum tuition fee retained unless you are taking up a place at another institution	No refund
MATERIALS FEES	Full refund	<ul style="list-style-type: none"> • Full refund before the earliest Unit of Study commences • No refund if you have attended classes • \$20 administration fee retained if you have not attended classes 		No refund

TAFE STUDENTS - DIPLOMA LEVEL AND ABOVE

If you withdraw from a course/Unit of Study after census date, you will not be eligible for a refund.

TYPE OF FEE	Adjustment to enrolment record made by census date	Adjustment to enrolment record made after census date and before next census date	Adjustment to enrolment record made after next census date
DIPLOMA AND ABOVE Student contribution/HELP deferred liability	Reduction of liability for applicable semester/s	No reduction of liability for current semester, but full reduction of liability for next semester	No reduction of liability
MATERIALS/ANCILLARY FEES	<ul style="list-style-type: none"> • Full refund before the earliest Unit of Study commences • No refund if you have attended classes • \$20 administration fee retained if you have not attended classes 		No refund

REFUND APPLICATION - A06

Please read the information and instructions on the reverse of this form carefully before you complete the details.

Please write in BLOCK LETTERS using a black or blue pen.

TAFE STUDENT HIGHER EDUCATION STUDENT STUDENT ID: S

FIRST NAME: _____

FAMILY NAME: _____ DATE OF BIRTH: / /19

OTHER NAMES: _____ STUDY YEAR/SEMESTER: 20 Sem

ADDRESS: _____

SUBURB: _____ POSTCODE: _____

COURSE NAME: _____ COURSE CODE: _____ CAMPUS: _____

REFUND DETAILS

OFFICE USE ONLY

REFUND REASON (PLEASE TICK):	<input type="checkbox"/> Eligible for a Commonwealth Health Care or Concession card (TAFE students only, attach proof)	CONC
	<input type="checkbox"/> Changed from full fee to deferred student contribution fees	CHFE
	<input type="checkbox"/> Granted exemption from Unit of Study/s	EXEM
	<input type="checkbox"/> Withdrawn from course	ECAN
	<input type="checkbox"/> Withdrawn from Unit of Study/s	EVAR
	<input type="checkbox"/> Granted Leave of absence (continuing students) or deferment (commencing students only)	LABS
	<input type="checkbox"/> Overpaid General Service Fee/Student contribution/Tuition fees	EVAR
	<input type="checkbox"/> Transferring to another Educational institution (attach proof)	TRIN
	<input type="checkbox"/> Other (please specify):	SPEC

UNIVERSITY LOAN: DID YOU OBTAIN A LOAN FROM THE UNIVERSITY? YES NO

I certify that the information provided above is true and correct and that I have read the information and instructions on the reverse of this form and the Privacy information below. If I currently have a University loan, which has not yet been discharged, any fines or fees that have not been paid, I agree that my refund will first be used to pay these debts.

STUDENT SIGNATURE: _____ **DATE:** / /20

CONTACT	STUDENT SERVICE CENTRES	MAIL TO
Enquiries ASKVU www.vu.edu.au/askvu	City Flinders	Newport Admissions and Enrolments
Phone +613 9919 6100	City King	St Albans St Albans Campus
Fax +613 9919 4429	Footscray Nicholson	Sunshine Victoria University
Web www.vu.edu.au/students	Footscray Park	Werribee PO Box 14428
	Melton	Melbourne VIC 8001

PRIVACY INFORMATION

The personal information we collect on this form is for the purpose of enabling you to enrol in your chosen course of study and for Victoria University to deliver that course and related services to you.

You can access your personal information by contacting us at www.vu.edu.au/askvu or +613 9919 6100

We collect your personal information in accordance with the Privacy Statement for students (www.vu.edu.au/current-students/student-essentials/commonly-used-forms) and the Privacy Policy (wcf.vu.edu.au/GovernancePolicy/PDF/POU090123000.PDF).