

BIKE HUB DEPOSIT REFUND FORM

APPLICANT DETAILS:

Employee Student Employee/ Student ID Number: _____

First Name: _____ Surname: _____

Current Mailing Address: _____ Post Code: _____

Dept/Faculty: _____ Campus: _____ Phone Number: _____

Please Note: Bike Hub deposit refunds are provided as a cheque sent directly to your postal address above (please make sure it is correct)

TYPE OF REFUND:

Please indicate below what type of deposit you wish to redeem.

- Access Fob - \$25
 Locker Key - \$25
 Access Fob and Locker Key - \$50

**Please attach original payment receipt (if you have it) to this form along with the fob and/or locker key and return to the Facilities Service Desk, Footscray Park Campus, Building K, Level 2.*

Please note: All locks must be left on the locker when returning your key. If a locker doesn't have a lock on it then the deposit will be forfeited.

REASON FOR DEPOSIT REFUND:

Please indicate below the reason why you would like a refund of your Bike Hub deposit?

- No longer use the facility Changing Campuses
 Leaving Victoria University Other (Please indicate)

DECLARATION:

I understand that by signing this declaration I am acknowledging return of my Bike Hub access fob and/or locker key (if applicable) and will no longer have access to the Bike Hub facilities (unless the refund is solely for the locker deposit).

Signature

____/____/____
Date

Office Use Only:

Fob Returned: Yes No n/a Fob Number: _____

Locker Key Returned: Yes No n/a Locker Number: _____

Total Refund Payable: \$ _____

Authorising Officer (*Financial Delegation*): _____ Signature: _____ Date: ____/____/____

Approving Officer: _____ Signature: _____ Date: ____/____/____