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If you have withdrawn from your course or any subjects or taken an approved Leave of absence, the table below will help you work out any refund of fees for which you may be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

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

TAKE 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.

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>Before course start date</th>
<th>After course start date</th>
<th>Before refund date (4 weeks after course start date)</th>
<th>After refund date (4 weeks after course start date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUITION FEES</td>
<td>Minimum tuition fee retained unless you are taking up a place at another institution</td>
<td>Minimum tuition fee retained unless you are taking up a place at another institution</td>
<td>Minimum tuition fee retained unless you are taking up a place at another institution</td>
<td>No refund</td>
</tr>
<tr>
<td>MATERIALS FEES</td>
<td>Full refund</td>
<td>Full refund before the earliest Unit of Study commences</td>
<td>Full refund before the earliest Unit of Study commences</td>
<td>No refund</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No refund if you have attended classes</td>
<td>No refund if you have attended classes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$20 administration fee retained if you have not attended classes</td>
<td>$20 administration fee retained if you have not attended classes</td>
<td>No refund</td>
</tr>
</tbody>
</table>

TAKE 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.

<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>Adjustment to enrolment record made by census date</th>
<th>Adjustment to enrolment record made after census date and before next census date</th>
<th>Adjustment to enrolment record made after next census date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIPLOMA AND ABOVE</td>
<td>Reduction of liability for applicable semester/s</td>
<td>No reduction of liability for current semester, but full reduction of liability for next semester</td>
<td>No reduction of liability</td>
</tr>
<tr>
<td>MATERIALS/ANCILLARY FEES</td>
<td>Full refund before the earliest Unit of Study commences</td>
<td>No refund if you have attended classes</td>
<td>No refund</td>
</tr>
<tr>
<td></td>
<td>$20 administration fee retained if you have not attended classes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CRICOS Provider No. 00124k
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

☐ Eligible for a Commonwealth Health Care or Concession card (TAFE students only, attach proof)  OFFICE USE ONLY

☐ Changed from full fee to deferred student contribution fees

☐ Granted exemption from Unit of Study/s

☐ Withdrawn from course

☐ Withdrawn from Unit of Study/s

☐ Granted Leave of absence (continuing students) or deferment (commencing students only)

☐ Overpaid General Service Fee/Student contribution/Tuition fees

☐ Transferring to another Educational institution (attach proof)

☐ Other (please specify):

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

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.

CONTACT

Enquiries  ASKVU  www.vu.edu.au/askvu

Phone +613 9919 6100

Fax +613 9919 4429

Web www.vu.edu.au/students

STUDENT SERVICE CENTRES

City Flinders  Newport

City King  St Albans

Footscray Nicholson  Sunshine

Footscray Park  Werribee

Melton

MAIL TO

Admissions and Enrolments

St Albans Campus

Victoria University

PO Box 14428

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 (vcf.vu.edu.au/GovernancePolicy/PDF/POU090123000.PDF).