

# DOMESTIC STUDENT REFUND

To determine your eligibility for a refund, please refer to [vu.edu.au/current-students/your-course/fees/refunds](http://vu.edu.au/current-students/your-course/fees/refunds)

Please allow 10–15 business days for your refund to be processed. If you are an international student, you will be required to complete the Refund of International Student Fees form.

PLEASE COMPLETE THE FORM IN **BLOCK LETTERS**.

## 1. PERSONAL DETAILS

STUDENT ID:	DATE OF BIRTH:
STUDENT NAME:	
COURSE CODE:	COURSE TITLE:
TELEPHONE:	EMAIL ADDRESS:

## 2. REFUND DETAILS

REFUND AMOUNT REQUESTED (\$): \_\_\_\_\_

### REASON FOR REFUND

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Course/unit withdrawal                            | <input type="checkbox"/> Remission granted   | <input type="checkbox"/> Concession rate applied |
| <input type="checkbox"/> Paid upfront but have changed option to HELP Loan | <input type="checkbox"/> Changed citizenship | <input type="checkbox"/> Leave of absence        |
| <input type="checkbox"/> Other:  |  |  |

### REFUND RECIPIENT

- Self – refund to you       Third party – refund to third party (e.g. employer, parent, sponsor)

### BANK ACCOUNT DETAILS (Refunds will be sent via electronic funds transfer (EFT) to Australian bank accounts only)

BANK NAME:	ACCOUNT HOLDER'S NAME:
BSB:	ACCOUNT NUMBER:

## 3. STUDENT DECLARATION

- I declare that the information provided within this form is to be true and accurate
- I understand that any outstanding fees and charges owing to the University will be deducted from the credit amount before any refund is paid
- I have read and understood the privacy information in accordance with the Students Information Privacy Collection Statement and the University Privacy Policy, available at [vu.edu.au/privacy](http://vu.edu.au/privacy)

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE (ONLY IF UNDER 18 YEARS OF AGE): \_\_\_\_\_ DATE: \_\_\_\_\_

## 4. SUBMIT THIS FORM

You can submit this form in person at any VUHQ or email it to us via ASKVU. If you have a question, you can access ASKVU ([askvu.vu.edu.au](http://askvu.vu.edu.au)), email us, speak to us via live chat, call us on +61 3 9919 6100 or drop into a VUHQ and see us in person.

### OFFICE/ADMIN ONLY SECTIONS

<b>OFFICE USE ONLY</b>	HAS THIS REFUND APPLICATION BEEN APPROVED & COMMUNICATION SENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
	AMOUNT TO BE REFUNDED (\$):
	PROCESSED BY:
	<b>SIGNATURE:</b> <span style="float: right;"><b>DATE PROCESSED:</b></span>

### PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the Department of Education and Training and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (**ESOS Act**), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (**National Code**) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website [www.vu.edu.au/privacy](http://www.vu.edu.au/privacy)

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at ASKVU or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

### PRIVACY INFORMATION:

We collect and protect your personal information in accordance with our Privacy Policy [vu.edu.au/privacy](http://vu.edu.au/privacy)

If you have any questions, you can access ASKVU, speak to us via live chat or call us on +61 3 9919 6100.

Our VUHQs are located at the following campuses:

City King	St Albans	Footscray Park	Sunshine
City Flinders	Werribee	Footscray Nicholson	