

Application for Refund Form

This form is for all students with exception of RMIT English Worldwide ONLY students. If you are an RMIT English Worldwide student applying for a refund of English fees only; please go to Level 10, Building 108, 235-251 Bourke Street.

Reasons why an application for refund cannot be processed:

- The funds for the refund are not available (cheques have not cleared, electronic funds, telegraphic transfers have not been received).
- You have not yet cancelled your enrolment, or (if enrolled) you did not take an approved leave of absence prior to the relevant [census date](#).
- You have not supplied a copy of your passport ID (commencing international students only) 'attach copy with this form'
- Copies of supporting documents are not officially certified or translated if not in English (commencing International students only)

1. Student Details

Student Number: _____ Email: _____
 Family Name: _____ Given Name(s): _____
 Contact Number (Australia): _____ Contact Number (Overseas): _____

2. Details of the RMIT program you are withdrawing from or seeking a refund for

Program Code: _____ Program Name: _____

I have accepted a package offer of more than one program: Yes No

Please note refund assessment will be for all programs. Yes No

3. Domestic Students and Continuing International Students Only

If you are a commencing international student (an international student in your first semester of study) please go to Section 4 over the page.

3.1

- I am a domestic student
- I am a continuing international student

Please select reason for refund:

- Visa extension not granted by Department of Immigration and Border Control (please attach documentary evidence)
- Program cancelled by RMIT, or program no longer available
- Cancellation of Enrolment
- Granted Leave of Absence
- Scholarship
- Changed HELP option
- Overpayment/Reduced Enrolment Load
- VE Concession applied
- Other must specify reason: _____

3.2

If you have cancelled your enrolment in the program; did you cancel before the census date?

- Yes No

If no, you will still be liable for fees for this program. Your application for refund will not be processed if you have not cancelled enrolment

- Not applicable – Not withdrawing from a program

Go to payment details

OFFICE USE ONLY

RMIT Connect: _____

Date cancelled: _____

Date completed: _____

RMIT Connect Stamp

4. Commencing International Students Only

- 4.1 I am enrolled for the first time in a program
 I am not yet enrolled

Please select reason for refund:

- Australian Government has refused to grant initial visa
(must attach visa refusal letter)
- I have withdrawn from the program due to exceptional (compassionate compelling) circumstances **(must attach documentary evidence)** Charges apply if no supporting documents attached
- I have applied for a release letter and a release letter from RMIT has been granted. **(must attach release letter)** (Charges may apply)
- Failed to meet program conditions.
- Program cancelled by RMIT, or program no longer available
- Overpayment (attach receipt)
- Personal (charges will apply)
- Other: must specify reason in writing - attach personal statement if not enough space (Charges may apply): _____

- 4.2 If you have cancelled your enrolment in the program; did you cancel before the census date?

- Yes No

If no, you will still be liable for fees for this program. Your application for refund will not be processed if you have not cancelled enrolment

- Not applicable / Not withdrawing from a program/ I have not enrolled in the program

Go to payment details

5. Payment of refund details - It is your responsibility to ensure the details provided are correct. If unsure, please confirm with your bank

Where possible, an authorised refund will be processed using the same method as the original payment e.g. if the payment was made by credit card, the refund will be processed to the same credit card and override any selection you've made on the form. RMIT may require you to provide a Statutory Declaration if you ask for the funds to be deposited into a nominated bank account.

- Self – refund to you Third Party – Refund to third party (a bank account holder other than yourself)

Electronic Funds Transfer (EFT) Refund transferred directly into an Australian Bank account.

Name of Account Holder: _____ Name of bank: _____

BSB number: _____ Account number: _____

- Overseas Wire (Telegraphic Transfer) – you will be contacted via email for your bank details.**
- Country of Bank** _____

6. Declaration

I declare that the information on this form is true and correct and that it is my responsibility to provide all the necessary documentation to support my request for refund. If I have requested that my refund is paid to a third party, I agree that by signing this request, I have authorised RMIT to pay my refund as directed above. If I require any changes to be made, I will inform RMIT of these changes in writing. I request that, in accordance with the RMIT's refund policy, any outstanding fees and charges owing to RMIT be deducted from the credit amount before any refund is paid. I understand I will receive a refund only if an amount remains in credit after all outstanding fees and charges have been paid in full. I agree that my refund will be made in AUD unless an alternative currency is required for a successful transfer of funds. RMIT is not responsible for any currency variations in foreign exchange rates. I acknowledge that this refund application will be processed in accordance with RMIT policy, which I have read and understood.

I understand that charges may apply, in accordance with the relevant refund policy and that these charges will be deducted from my refund before it is paid.

RMIT is bound by laws that protect your privacy. All personal information you provide on this form will be handled in accordance with the RMIT Privacy and Data Protection Policy, which can be found here: <http://www1.rmit.edu.au/browse;ID=eisllwhc1mb>

Please refer to the following links for refund policy information.

2009 – May 2015 - Previous Refund Guidelines: <https://www.rmit.edu.au/study-with-us/international-students/apply-to-rmit-international-students/fees-and-scholarships/refunds/previous-refunds-policy/>

9 May 2015 – present - Refund Instructions: <http://www1.rmit.edu.au/policies/refunds>

Name: _____

Date: _____

Signature: _____

(Parent or Guardian to sign if student is under 18 years of age)

7. How to submit this form:

RMIT domestic / current international students (those who completed section 3.1) submit this form:

To submit a Refund Application form online, please;

Go to <https://rmit.service-now.com/connect/>

Select 'Login as Staff or Student'

Select 'Fees & Financial Assistance' under 'Services'

Select 'Student Enquiry Request - Fees & Financial Assistance - Make an Enquiry' to submit the form

RMIT Commencing international students (those who completed 4.1) submit this form:

In person:

International Desk at Info Corner Level 1, RMIT Building 22, 330 Swanston St Melbourne

By email: isrefunds@rmit.edu.au