

Personal & Contact Details

Student ID	Date of Birth
Given Names	Surname
Email	Phone
Mailing address	
Suburb	State
Postcode	Country
Campus/Location	
Program	

Refund Details

Withdrawal from program <i>(approved Withdrawal from all Studies letter must be attached)</i>
Leave from Studies <i>(approved Leave from Studies form must be attached)</i>
Credit Balance
Other <i>(please state)</i>
Requested refund amount* \$
<i>*Any refund amount payable is subject to verification by Student Finance</i>

Refund Method

Credit Card *If payment was made via Credit Card through my Student Centre or Student HQ your refund must be paid back to the original Credit Card*

Cardholder Name	Card Type
Card Number	Expiry Date

Electronic Funds Transfer (EFT)

To receive an EFT you must enter your bank account details into your Refund Profile.

1. Log into **my Student Centre** at mySC.federation.edu.au and select the **Campus Finances** tile
2. Click on **Refund Profile**. Click on the Add Refund Profile button and a Refund Profile box will appear
3. Enter your **BSB number**, **Account Number** and **Account Name**

Cheque *(will be payable in your name and mailed to the address provided above)*

Declaration

I have read and understood the instructions and advice on this form.

I certify that all information submitted in and provided with this form is complete and accurate in all respects.

I acknowledge that the provision of incorrect information may result in a delay or prevent refund processing.

I agree to release and indemnify Federation University Australia and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.

I understand that my refund request will be processed according to the Refund for Higher Education Domestic Students Procedure or the VET Student Refund Procedure as applicable.

Student Signature	Date
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Form Submission

Email completed form and supporting documents to studentfees@federation.edu.au for processing

Office Use Only

Date received	Payment Date	Payment Amount
Payment Method	Refund Method	Refund Amount
Notes		

Privacy Statement

The information on this form is collected for the primary purpose of assessing your refund application. If you choose not to complete all the questions on this form, it may not be possible for Federation University Australia ('University') to process your request. Personal information may also be disclosed to government bodies and/or departments if the University is required or permitted to do so by law. You have a right to access personal information that the University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at privacyofficer@federation.edu.au