A picture containing text, clipart

Description automatically generatedRefund and Re-Credit Application Form

Use this form if you are applying for a refund of tuition fees and/or a re-credit of your FEE-HELP balance. The following policies are available on the College website. Please read them to ensure that you are eligible before applying:

* [Refund and Re-Credit Policy for Domestic Students](https://moore.edu.au/documents/2020/06/refund-and-re-credit-policy-for-domestic-students.pdf)
* [Refund Policy for International Students](https://moore.edu.au/documents/2019/01/refund-policy-for-international-students.pdf)

# Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Student ID** |  |
| **Course name** |  | | |
| **Student email** |  | | |
| **Personal email** |  | | |
| **Address** |  | | |
|  |  | | |
|  |  | | |

1. Units of Study

I am applying for a refund of paid upfront tuition fees and/or a re-credit of my FEE-HELP balance for the following units of study or a period of research supervision:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Unit Code** | **Unit Name/Period of Supervision** | **Refund** | **Re-credit** | **Office use only** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Special Circumstances

If you are applying for a refund or re-credit under special circumstances give an outline of your special cirucmstances on a separate page.

Attach the supporting evidence for your application. See the [*Refund and Re-Credit Procedure*](https://moore.edu.au/documents/2020/06/refund-and-re-credit-procedure.pdf)for the special circumstances criteria and examples of supporting evidence. Please note that your application cannot be processed until all supporting evidence is received.

# Bank Details

Should an application for a refund of paid tuition fees be approved College will transfer the refunded amount into your nominated bank account.

|  |  |
| --- | --- |
| **Name of account** |  |
| **BSB** |  |
| **Account number** |  |

For international payments please also provide

|  |  |
| --- | --- |
| **Receiving bank** |  |
| **International Bank Account Number**  **(IBAN)** |  |

# Declaration

|  |  |
| --- | --- |
| I declare that the information I have provided is true and accurate. | |
| **Signature** | **Office use only Date received** |
| **Date** |

1. Submit

Submit your completed form and all supporting evidence to [registrardept@moore.edu.au](mailto:registrardept@moore.edu.au)

You will receive a confirmation email that your application and all supporting evidence has been received. You will receive a decision on your application within 20 working days from date of receipt.

|  |  |  |
| --- | --- | --- |
| **Office use only** |  | |
| Refund or re-credit approved |  | |
| Signature | | Date |