

# Refund Request Form



**MELBOURNE**  
INSTITUTE OF TECHNOLOGY

## PERSONAL DETAILS

Student ID/Ref No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Title \_\_\_\_\_ Surname \_\_\_\_\_

First Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Post Code \_\_\_\_\_ Country \_\_\_\_\_

Email Address \_\_\_\_\_

Contact Number \_\_\_\_\_

Program \_\_\_\_\_

## REASON FOR REFUND REQUEST

***Please tick appropriate box and attach relevant documentation***

- ☐ Visa refusal (letter from Australian Dept. of Home Affairs attached)
- ☐ Withdrawal from course one week or earlier before commencement
- ☐ Excluded from studies (letter attached)
- ☐ Other (please specify) \_\_\_\_\_

## REFUND METHOD

***Please tick one***

☐ Cheque *for settlement in Australian banks*

☐ Bank Draft *for settlement in overseas banks*

☐ EFT *Australian Bank Account Only*

Bank Name \_\_\_\_\_

Account Name \_\_\_\_\_

BSB (6 digits) \_\_\_\_\_ Account Number \_\_\_\_\_

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☐ Telegraphic Transfer *Overseas Bank Account Only*

Account Name

\_\_\_\_\_

Account Number

\_\_\_\_\_

Bank Name

\_\_\_\_\_

SWIFT Code

\_\_\_\_\_

**IFSC Code for India**

\_\_\_\_\_

Bank Address

\_\_\_\_\_

Address of account holder for Telegraphic Transfer

Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Post Code

\_\_\_\_\_

Country

\_\_\_\_\_

## DECLARATION

I hereby apply for a refund of fees paid and acknowledge that this refund will be processed in accordance with the Refund Policy contained in the 'Letter of Offer and Acceptance Agreement' issued by Melbourne Institute of Technology (M.I.T.) and the Refund Policy and Procedure available on the M.I.T. website.

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

International students should refer to the M.I.T. Refund Policy available on <https://mit.edu.au/about-mit/institute-publications/policies-procedures-and-guidelines/InternationalStudentRefundPolicyandProcedure>.

If you have any queries, you should contact Student Fees on 03 8600 6700.

## OFFICE USE ONLY

Date Received \_\_\_\_\_

Original form

YES ☐

NO ☐

Received By \_\_\_\_\_

Comments if any \_\_\_\_\_