

This application must be completed electronically – handwritten applications will not be processed.

### 1. Student details

Student ID Date of Birth  
First name Last name  
Email Phone  
Campus  
Course  
Are you a sponsored student?      Yes      No

If 'Yes' provide name of sponsor

**Note:** any refund due may be payable directly to your sponsor.

### 2. Refund details

Unit enrolment dropped Approved Leave from Studies  
Changed from upfront payment to HELP deferral Approved Withdrawal from All Studies  
Overpaid SSAF/Student contribution/Tuition fees Approved Remission of Debt  
Credit Balance  
Other (please specify)

Requested refund amount\* \$

\* any refund amount payable is subject to verification by Student Finance

### 3. Refund method

#### Credit Card

Cardholder Name Card Type  
Card Number Expiry Date

**Note:** if payment was made via credit card in my Student Centre or FACTS your refund must be paid back to the original card

#### 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](http://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**

### 4. Declaration

- > I declare that the information submitted in and with this application is complete and correct in all respects.
- > I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application may result in a delay in processing.
- > I understand that if the details I submit are incorrect or incomplete this request will not be processed.
- > I understand that my refund request will be processed according to the *Higher Education Domestic Student Refund Procedure* or the *VET Student Refund Procedure* as applicable.
- > I confirm that I have checked my bank account details recorded in my Student Centre and my Refund Profile is correct.
- > I have read, understand and agree to the terms stated above.

Student signature

Date

**Email your completed and signed refund application along any supporting documents to [studentrefunds@federation.edu.au](mailto:studentrefunds@federation.edu.au) with your student ID number and name in the subject**

### Privacy

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 the 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](mailto:privacyofficer@federation.edu.au)