



Application for Refund of Fees

Title: Mr / Miss / Mrs / Ms

Surname: _____ Given Names: _____

Student ID: _____ Contact Phone no: _____

Address for refund: _____
 _____ Postcode: _____

**Please ensure the address for refund is the same as your address on the University system to enable the Fees Unit to process this application for refund. To change your address on the University system, log into WES at <https://my-wes.its.monash.edu.au/wes/>*

Reason for refund (please ✓ the appropriate box):

- Discontinued course as from _____ Date: _____
** International Student use form at: <http://www.monash.edu.au/fees/assets/forms/international-refund-form.pdf>*
- Permitted to intermit from _____ Date: _____
- Other reasons: _____ Date: _____

Credit Card Refunds:

Under banking regulations, if you have paid your fees by a credit card, then the University must refund to the same credit card.

Credit card number:

Expiry Date: ____ / ____

Declaration: I agree to indemnify the University against any future claims arising out of or incidental to the payment of the refund of fees to me.

Signature: _____ Date: _____

- This form can be submitted:
- In person – at the Student Service Centre on your campus
 - By fax – (03) 9543 9314
 - By mail – Monash University, Fees Unit, Building 3C, Clayton, VIC 3800.

Office Use Only Date stamp:	Amount due:	\$
	Credit card:	\$
	Cheque:	\$

The information on this form is collected for the primary purpose of assessing your application for a refund. If you choose not to complete all the questions on this form, it may not be possible for the Fees Unit to process your application. You have a right to access personal information that Monash 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 on (03) 9905 6011 or by email: privacyofficer@adm.monash.edu.au.