

Form checked, scanned, entered by ECC staff:

Name: _____ Date: _____

Request received: By student in person

By email

REQUEST FOR REFUND

OUTCOME/REPLY : will be emailed within 28 calendar days from date of receipt of a complete application

Submit your application in person or by email: studentfees@ecc.edu.au

Use this form for	Requesting excess funds in your account to be refunded or transferred to ECU.	
Do not use this form for	Withdrawing from studies at ECC and transferring to another education provider	Please complete the "Transfer of Provider" form
	Withdrawing from all studies at ECC (English/ELICOS, Diploma, PQP) and not returning for future studies at ECC	Please complete the "Withdrawal (all ECC courses)" form
	Withdrawing from current ECC studies and returning at a later date	Please consider the "Course Deferral" or "Withdrawal (all ECC courses)" forms
	Withdrawing from some units this current study period	Please complete the "Change of Enrolment" form
	Changing English/ELICOS level	Please complete the "Change of English/ELICOS Level" form

MY DETAILS

Student ID:		Date of Birth:	DD / MM / YYYY
Given Name(s):		Email Address:	
Family Name:		Telephone Number:	
Address (house and street name)			
Address (suburb/city and postcode)			
I am under 18 years of age:	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, please attach written evidence of your parent/guardian approving this request	

REASON FOR REFUND

I graduated from my ECC studies, and I have excess funds (credit) in my ECC student account.

Other:

Financial difficulties – Please book an appointment with the student counsellor, via email: justask@ecc.edu.au
(this form cannot be used for such cases, please email us to receive information on what support is available)

WHERE TO SEND MY REFUND

<input type="checkbox"/>	Please transfer my funds to ECU.		
<input type="checkbox"/>	Please transfer my funds to my Australian bank account		
	BSB number		Bank name
	Account number		Account holder's name
<input type="checkbox"/>	Please transfer my funds to my overseas bank account		
	Bank name		Bank address
	SWIFT code		IFSC (India transfers only)
	Account or IBAN number		Account holder name
	Account holder address (VPO or PO or Postal address not acceptable)		
<input type="checkbox"/>	Please transfer my funds to my credit card		
	Card holder name		
	Card number		Expiry date (MM/YY)
	Issuing bank		

MY RIGHTS

I am entitled to a reply/outcome within 28 calendar days from the date of submitting a complete application.

If my application is unsuccessful, the avenue of pursuing a Student Appeal is available to me, as per ECC's *Student Appeals Policy* and *Student Appeals Procedure* (<https://www.edithcowancollege.edu.au/policies>).

Further Information is available at:

- Department of Home Affairs Assessment Factors and Simplified Streamlined Visa Processing Framework (SSVF) – www.homeaffairs.gov.au
- Overseas Students Ombudsman publications: www.ombudsman.gov.au/about/overseas-students/oso-publications#for_students
- ECC Policies - <http://www.edithcowancollege.edu.au/policies>

ECC contact details:

- ECC Student and Academic Services email: justask@ecc.edu.au
- ECC Student and Academic Services phone: +61 8 6279 1100

I further declare that all the information I have given in this form and all supporting documents I have provided are true and correct.	Signature:	(No signature required if you send this application using your ECC student Gmail account)
	Date:	DD / MM / YYYY

REVIEW BY ECC FINANCE	
Refund request has been reviewed as follows:	
Date of receipt of refund request	
Week in study period	
Student type	Choose an item.
Student registrations	Choose an item.
Reviewing refund as per ECC's Refund Policy Schedule / paragraph	
Refund review outcome	Choose an item.
Name of ECC representative	
Date of review	

REFUND CALCULATION	
Opening account balance	\$
Tuition fees credit note	\$
Other charges credit note	\$
Cancellation fees	\$
Other charges	\$
Balance to be refunded	\$
ECU Student ID	
Batch number	
Payment reference	
Payment date	
Student notified (date)	
Name of ECC Finance representative	
Date processed in Navigate	