

Submit this form at the **ECC Welcome Centre** or email studentfees@ecc.edu.au

Student ID:		Mobile Phone:	
Family Name:		First Names:	
Type of Student:	<input type="checkbox"/> International Student <input type="checkbox"/> Australian/PR student	New or Returning:	<input type="checkbox"/> New (enrolled in a course 1 st time) <input type="checkbox"/> Returning (this is not 1 st study period)
Refund Request (reason):	<p>Applicable to new students only (i.e. students enrolled in a course for the 1st time)</p> <input type="checkbox"/> Visa refusal (attached refusal notification) <input type="checkbox"/> Failure to meet condition of their enrolment e.g. English or IELTS <input type="checkbox"/> Withdrawn from course without starting course, date of withdrawal: _____ <input type="checkbox"/> Enrolled, but withdrawn from course before Friday of Week 4, date: _____ <p>Applicable to returning students only (i.e. this is not the first study period)</p> <input type="checkbox"/> Withdrawn from one unit only (continuing with studies), date of withdrawal: _____ <input type="checkbox"/> Withdrawing from course (ending studies), date of withdrawal: _____ <input type="checkbox"/> Excess funds in account (including requesting to transfer funds to ECU) <input type="checkbox"/> Enrolment cancelled by Edith Cowan College (excluded or terminated, and COE cancelled by ECC) <p>OSHC Refund request</p> <input type="checkbox"/> Refund of OSHC premium (due to withdrawal, enrolment cancellation, visa change, new OSHC) Cancellation date: _____ (Attach copy of new visa/new OSHC policy)		

Please tick the box next to the statement which best applies to you:

<input type="checkbox"/>	I have paid my tuition fees from my personal funds
<input type="checkbox"/>	My tuition fees have been paid by my parents/legal guardians. DECLARATION: I declare that I have obtained permission from my parents/legal guardians to obtain this refund: Student Signature: _____ Date: _____

Direct Deposit – Bank Details (see note below for payments made by credit card):

Account Name:		BSB:		Account Number/IBAN:	
Bank Name:		Bank Address:			
SWIFT Code/IFSC:		Intermediary Bank Details (If applicable)			

Please note: Fees paid by credit card will be refunded to the **credit card of the original transaction only**, or the same issuing bank (if the credit card account is no longer active).

Credit Card Number:		Card Expiry date:	
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Student Declaration:

I confirm that I have read and understood the ECC Refund Policy (<https://www.edithcowancollege.edu.au/policies>) and wish to apply for a refund in the full knowledge that if I do not pay the tuition fees for further enrolments in future study periods by the deadline(s) indicated by the College, then ECC may stop me from enrolling, **OR** I may not be able to enrol in the units of my choice **AND** I may be charged a late enrolment fee **AND** I may not be allowed to enter into a payment agreement.

Students Signature:		Date:	
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*** ECC OFFICE USE ONLY ***		Student ID: _____	
Details:	<input type="checkbox"/> International Student <input type="checkbox"/> Local Student, on FEE-HELP: No <input type="checkbox"/> Yes <input type="checkbox"/>		
	<p>Applicable to new students only (i.e. students enrolled in a course for the 1st time)</p> <input type="checkbox"/> Visa refusal (attached refusal notification) <input type="checkbox"/> Failure to meet condition of their enrolment e.g. English or IELTS <input type="checkbox"/> Withdrawn from course without enrolling, week: _____ <input type="checkbox"/> Enrolled, but withdrawn from course before Friday of Week 4, week: _____		
	<p>Applicable to returning students only (i.e. this is not the first study period)</p> <p>Original application submitted (date): _____ (week): _____</p> <input type="checkbox"/> Withdrawn from one unit only (continuing with studies) <input type="checkbox"/> Withdrawing from course (ending studies) <input type="checkbox"/> Excess funds in account (incl. request to transfer funds to ECU)		
	<p>Exclusion/Termination</p> <p>Effective (date): _____ (week): _____</p> <input type="checkbox"/> Enrolment cancelled by Edith Cowan College (excluded or terminated, and COE cancelled by ECC)		
	<p>PRISMS</p> <input type="checkbox"/> PRISMS reported/COE updated: No <input type="checkbox"/> Yes <input type="checkbox"/>		
	<p>OSHC Refund</p> <input type="checkbox"/> Refund of OSHC premium (due to withdrawal, enrolment cancellation, visa change, new OSHC) Date: _____ (copy of new visa/OSHC policy attached)		
SAS/Admissions	ECC Staff Name: Signature:	Date:	<input type="checkbox"/> Seen student in person <input type="checkbox"/> Received by email
Finance Shared Services	Received By:	Date	
	Agent Name:	Commission Recoup Recoup Schedule updated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
	Transaction No:	Date Submitted to Group AP:	
Fees Reconciliation and Calculation			
Signed / Authorised	Senior Accountant:	Date:	
Visa refusal	Informed BU:	Date:	