



### Refund / Credit Request Form

**Student Details**

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

<b>Student Name</b>	
<b>Student ID</b>	
<b>Contact Details</b>	<b>Email:</b>
	<b>Phone/mobile:</b>
<b>Date of Request</b>	
<b>Course Details</b>	<b>Course Code:</b>
	<b>Course Name:</b>

**Definition:**

**Refund:** this applies to MGIT fee paying students who approve refund payments of any unused tuition fee to the student's nominated account.

**Credit:** this applies to VET FEE HELP students who have applied & approved to have their FEE HELP balance credited for any unused tuition fee.

**Note:** Send your completed form with supporting documents if applicable via email to [info@mgit.edu.au](mailto:info@mgit.edu.au)

<b>Reason for the refund/credit request</b>	
<b>Supporting Documents Provided if applicable</b> <i>Please refer to our guidelines when submitting supporting documentation</i>	
<b>Signature of Applicant</b>	
<b>Nominated Bank Account Details for refund / credit:</b> <i>Please nominate the bank account which the refund / credit is to be paid</i>	<b>Account Holders Name:</b>
	<b>Bank:</b> <b>Address of Bank:</b>
	<b>BSB:</b>
	<b>Account Number:</b>
	<b>SWIFT Code (if applicable):</b>

**Office Use Only:** Please ensure all action is complete & signed on page 1 & 2

Action Required	Department	Officers Signature	Date
Received & reviewed documentation from Student	Admission Office		
Application forward, reviewed & processed	Accounts		

Student Informed of Outcome: <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Accounts has sent notification to student via email re: approval or disapproval of the refund request		
Student VET tuition fees Adjusted/Refunded/Credited	Accounts/Admission Officer		
Student Records filed	Administration		