

# RF



## Application for Refund of Fees

### SECTION A - STUDENT INFORMATION

This form must be used where an enrolment has been amended and there is a credit amount, and that credit amount is not to be applied to the next study period.

**Note the RF form must be submitted within 10 days after the census date for the study period**

Please do not complete this form if you have made application for Re-credit of Student Learning Entitlement (SLE) and Refund of Fees in Special Circumstances using an (RE) form; if your application is successful, a refund will be processed.

Student ID No

Family Name ..... Given Name(s) .....

Address .....

State/Postcode ..... Telephone Number .....

Course ..... Campus .....

Are you an International Student?  Yes  No (if Yes please send the RF form to the International Education Office)

### SECTION B - DETAILS OF APPLICATION

Study period and amount of refund sought	Study Period	Amount
		\$

I certify that the information I have provided is correct and complete. I acknowledge that the provision of incorrect information or the withholding of any information may result in the withdrawal of my enrolment at any stage before or during the course I undertake. I agree to abide by University statutes, regulations, standards of conduct, policies and procedures while I remain an enrolled student. I acknowledge that my enrolment is not complete until all relevant fees and charges have been paid. I approve release of details of my course and grades at ACU National to other educational institutions, admission centres and government agencies. I authorise the University to release formal details for educational purposes or to meet legal obligations or in the case of an emergency, as authorised by the Academic Registrar, in accordance with the University's policy and procedure covering the confidentiality of student's records. The University's Statement on Privacy located at: [http://www.acu.edu.au/privacy\\_policy.cfm](http://www.acu.edu.au/privacy_policy.cfm) and the Student Administration Privacy Policy at: <http://inet.acu.edu.au/studentadmin/legal/privacy>

Student Signature: ..... Date: .....

#### Mailing Addresses:

Student Fees Section  
ACU National  
Locked Bag 4115  
FITZROY MDC, VIC 3065

International Education Office  
ACU National  
PO Box 968  
NORTH SYDNEY, NSW 2059

### OFFICE USE ONLY

Date Received Stamp:

RF form received within 10 days after the census date of the study period.	Yes	No	<input type="text"/>
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# **RF - Application for Refund of Fees**

## **When to complete the Application for Refund of Fees (RF) form**

RF forms are used by ACU National students who have amended their enrolment such that the total fees reduce, and you decide not to have the excess fees applied to the next study period.

**The RF form must be submitted within 10 days after the census date for the study period in which the application is made.**

A refund cheque will be mailed to you by the ACU National Finance Department..

### **RF forms are to be sent to:**

Student Fees Section  
ACU National  
Locked Bag 4115  
FITZROY MDC, VIC 3065

### **International students send the RF form to:**

International Education Office  
ACU National  
PO Box 968  
NORTH SYDNEY, NSW 2059