

# Request for a Refund Form

Use this form if you are requesting a refund of a credit balance on a student account – tuition, residence hall or facility fees.

Please submit this form to the Student Finance Office.

In person at the Lake Macquarie Campus

By Mail to: Student Finance Office, Avondale College, PO Box 19, Cooranbong NSW 2265.

By fax to: +61 2 4980 2118, for the attention of Student Finance

By email: [student.finance@avondale.edu.au](mailto:student.finance@avondale.edu.au)

**Please note:** Refund process may take up to 2 weeks from submission of this form. Refunds to credit card may take longer to process.

## SECTION 1: PERSONAL DETAILS

<b>SURNAME:</b>	<b>GIVEN NAME/S:</b>
<b>DATE OF BIRTH:</b> ___/___/___ Note: Students under 18 years of age must provide written consent from their parent/guardian approving the refund of payment. If written consent is not provided, your refund cannot be processed.	
<b>STUDENT ID:</b>	<b>TELEPHONE:</b>
<b>EMAIL ADDRESS:</b>	
<b>REFUND REQUESTED FOR:</b> <input type="checkbox"/> Tuition <input type="checkbox"/> Facility Package* <input type="checkbox"/> Other (please specify): _____ <input type="checkbox"/> Residence Hall Fees*    Date Vacating Room: _____ <input type="checkbox"/> Residence Room Bond * Refunds are calculated as per the Avondale Refund Policy – see the Handbook on website for further information	
<b>ORIGINAL PAYMENT METHOD:</b> <input type="checkbox"/> Credit Card <input type="checkbox"/> BPay <input type="checkbox"/> Bank Deposit <input type="checkbox"/> Other (please specify): _____ Payment Date (Please specify): _____	

## SECTION 2: DECLARATION/CONSENT

I agree to the conditions of this refund and declare that I am the person to whom this refund is to be paid.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:		
Account Balance:	Bank Fees:	Refund Amount:
Prepared by:	Authorised by:	Date:

## SECTION 3: REFUND PAYMENT OPTION

*Refunds will be processed in Australian Dollars Only*

**Note: Payments will be refunded back via the Original Payment Method only**  
**Payments made by credit card within the last 12 months will be refunded back to the Original Credit Card Only. Refunds paid to credit cards within the last 12 months will not be processed unless ALL Original Credit Card details are provided.**

**Direct Deposit into Bank Account.**    **Note: Overseas Transfers may take up to 4 weeks (Bank Fees apply)**

BSB No:	Bank Name:
Account No:	Branch Address (Overseas):
Account Name:	Swift Code (Overseas):
Contact Details for Account Holder (Overseas):	
<input type="checkbox"/> <b>Credit Card Refund</b> - <input type="checkbox"/> <b>VISA</b> or <input type="checkbox"/> <b>MASTERCARD</b>	
Card Number:	Name on Card:
Expiry Date:	Signature of Card Holder: