

Application date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Important Notes:**

- Please submit the completed form to Student Services Department on Level 6, 333 Queen Street, Melbourne VIC 3000.
- Applications must have receipt(s) attached. Applications without receipt(s) will not be processed.
- Application processing time may take up to 4 weeks form the date of submission and you will be notified with the outcome via email/phone/letter

**CONTACT DETAILS**

Student Number

FULL NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

DOB \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

COURSE \_\_\_\_\_ CLASS \_\_\_\_\_

**Credit / Refund Details (Please tick one)**

- Application for Refund of School Fees       Application for Credit of School Fees       Application for Refund/Credit of Other Fees

**Please specify reason:**

**Evidence Provided**

- No
- Yes (Please attach and specify)

**Bank Details For electronic funds transfer (eft) refund:**

Bank Name: \_\_\_\_\_ BSB/Swift Number \_\_\_\_\_

Address \_\_\_\_\_

Account Number \_\_\_\_\_ Account Name \_\_\_\_\_

**Student Delectation**

- I have provided all required information and I have read and understood Ozford's payment and refund policy.

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Parents Signature (Under 18 students)** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**(Office Use Only)**

1. STUDENT SERVICES	2. DEPT HEAD		3. ACCOUNTS	4. STUDENT SERVICES
<input type="checkbox"/> Maze/SOEAC <input type="checkbox"/> checked PRISMS status	<b>Refund</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Refund Amount: \$.....	<b>Credit</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Credit Amount: \$.....	<b>Outstanding Fee:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>Processed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No Student Services Informed: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> SS has been informed <input type="checkbox"/> Update Record & File
Initials: ..... Date: .....	Initials: ..... Date: .....	Initials: ..... Date: .....	Initials: ..... Date: .....	Initials: ..... Date: .....
<b>Comments:</b>	<b>Comments:</b>	<b>Comments:</b>	<b>Comments:</b>	<b>Comments:</b>