

# REFUND OF TUITION FEES APPLICATION



Student Name: \_\_\_\_\_  
(Family Name) (Other Names)

Address: \_\_\_\_\_  
Postcode \_\_\_\_\_

Telephone: \_\_\_\_\_ MIBT ID: \_\_\_\_\_

Refund Amount Requested: AUD\$ \_\_\_\_\_

Cheque made payable to: \_\_\_\_\_

Reason for Refund: \_\_\_\_\_

Cheque to be posted to the above address  Cheque to be collected  Cheque to be posted to Agent

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

## Office use only

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

### Finance Department

Overpayment  Withdrawn

Student balance: \_\_\_\_\_

Total tuition fees for current trimester: \_\_\_\_\_

Overpayment amount for current trimester: \_\_\_\_\_

Less Withdrawn Admin Fee: \_\_\_\_\_

Less Withdrawn Cancellation Admin Fee: \_\_\_\_\_

Refund Amount: \_\_\_\_\_

Special Instruction: \_\_\_\_\_

### Payment Method

MIBT Cheque  TT  Bank Draft  EFT

Cheque No.: \_\_\_\_\_ Date: \_\_\_\_\_ GL Code: \_\_\_\_\_

Period: \_\_\_\_\_ Prepared by: \_\_\_\_\_