



MEGA

A SMARTER PATHWAY

106-FM-MEGA Fee Refund Form

Relevant Standards SRTOs 2015: 5.3, 7.3 The National Code 2018: Standard 2, 3	Linked Documents Student Fess Policy Fee Refund Policy and Procedure Student Agreement
--------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------

Student to complete the following sections:

Note: Please make sure that you have read and understood all the related policies – in particular the Fee Refund Policy – before submitting this form			
Student ID (if Given)			
Student Name			
Enrolled Course(s) <i>(Please list all the courses you are enrolled in)</i>	Course Code		Title
	Course Code		Title
	Course Code		Title
Full Address			
	Country		Postcode
Reason(s) for Request for Refund <i>(Please also attach supporting documents as required)</i>			

For OFFICE use only

Process Flow: >>Student Admissions >>Finance >> CEO >>Response to the Student

Refund Request	<input type="checkbox"/> Granted		<input type="checkbox"/> Declined
If Granted Note: Please refer to Fee Refund Policy for applicable criteria	Eligibility	<input type="checkbox"/> Full Refund	Amount: A\$
		<input type="checkbox"/> Partial Refund	Amount: A\$
	Applicable Criteria		
	Refund by	Date:	
If Declined <i>Notify Student</i>	Reason(s) for decision:		
Approved by	Name	Signature	Date: