



**MEGA**

A SMARTER PATHWAY

## 106-FM-MEGA Fee Refund Form

<b>Relevant Standards</b> SRTOs 2015: 5.3, 7.3 The National Code 2018: Standard 2, 3	<b>Linked Documents</b> Student Fess Policy Fee Refund Policy and Procedure Student Agreement
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**Student to complete the following sections:**

<b>Note:</b> Please make sure that you have read and understood all the related policies – in particular the <b>Fee Refund Policy</b> – before submitting this form				
<b>Student ID (if Given)</b>				
<b>Student Name</b>				
<b>Enrolled Course(s)</b> (Please list all the courses you are enrolled in)	Course Code		Title	
	Course Code		Title	
	Course Code		Title	
<b>Full Address</b>				
	Country		Postcode	
<b>Reason(s) for Request for Refund.</b> <b>Please completed details:</b>  (Please also attach supporting documents as required. MEGA will not be able to process the refund application if supporting documents are not provided)	<b>Medical</b>			
	<b>Visa related</b>			
	<b>Transfer</b>			
	<b>Other</b>			

<b>Bank Account Details for Electronic Refund</b>	<b>Bank Name</b>		<b>Branch Number/BSB</b>	
	<b>Account Name</b>		<b>Account Number</b>	
	<b>IBAN</b>		<b>SWIFT Code</b>	
	<b>Beneficiary Address (IMT only)</b>			
<b>Declaration:</b> 1. I have fully read and understood MEGAs refund policy and understand that the refund can only be made to myself or to another person authorised by me in writing; and 2. I will have no further claim against MEGA once the refund has been paid.				
<b>For over 18 years old</b> <b>Student Declaration and Signature:</b>	<b>Signature:</b>			<b>Date:</b>
<b>For under 18 years old</b> <b>Guardian's Name and Signature:</b>	<b>Name of Guardian:</b>			<b>Date:</b>
	<b>Signature of Guardian:</b>			

**For OFFICE use only**

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

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