MEGA
A SMARTER PATHWAY

106-FM-MEGA Fee Refund Form

Relevant Standards	**Linked Documents**
SRTOs 2015: 5.3, 7.3 The National Code 2018: Standard 2, 3	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) (*Please list all the courses you are enrolled in*)	Course Code		Title		
	Course Code		Title		
	Course Code		Title		
Full Address					
	Country		Postcode		
Reason(s) for Request for Refund. Please completed details: (*Please also attach supporting documents as required. MEGA will not be able to process the refund application if supporting documents are not provided)*	**Medical**				
	Visa related				
	Transfer				
	Other				

MEGA
A SMARTER PATHWAY

Bank Account Details for Electronic Refund	**Bank Name**		**Branch Number/BSB**	
	Account Name		**Account Number**	
	IBAN		**SWIFT Code**	
	Beneficiary Address (IMT only)			

***Declaration**:*

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.*

For over 18 years old **Student Declaration and Signature:**	**Signature:**		**Date:**
For under 18 years old **Guardian's Name and Signature:**	**Name of Guardian:**		**Date:**
	Signature of Guardian:		

For OFFICE use only

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

Refund Request:	☐ Granted		☐ Declined
If Granted: **Note:** Please refer to ***Fee Refund Policy*** for applicable criteria	Eligibility	☐ Full Refund	Amount: A$
		☐ Partial Refund	Amount: A$
	Applicable Criteria		
	Refund by:	Date:	
If Declined: *Notify Student*	Reason(s) for decision:		
Approved by:	Name:	Signature:	Date: