



## 03 Financial Refund Form 03-3002

### Personal Details

|                                      |  |
|--------------------------------------|--|
| <b>Title</b> (Mr, Mrs, Ms, Miss etc) |  |
| <b>Family name</b>                   |  |
| <b>Given name(s)</b>                 |  |
| <b>Date of birth</b>                 |  |
| <b>Address</b>                       |  |
| <b>Phone number/email</b>            |  |

### Required Information

|                                  |  |
|----------------------------------|--|
| <b>Course title</b>              |  |
| <b>Course commencement date</b>  |  |
| <b>Reason for refund request</b> |  |

### Bank Details

|                       |  |
|-----------------------|--|
| <b>Bank name</b>      |  |
| <b>Account name</b>   |  |
| <b>BSB</b>            |  |
| <b>Account number</b> |  |

**Student's signature**

**Date**

**Guidelines for students: MCIE will:**

- Ensure you are provided with access to the Complaints and Appeals Process
- Pay refunds in Aus dollars only and refund onshore by cheque or offshore by telegraphic transfer
- Pay refunds within 2 weeks of receipt of the Refund Form and any additional required documents.
- If MCIE cancels the course in which you have been enrolled or withdraws your offer of a place, a full refund of the tuition fees you have paid will be made within 2 weeks of that notification.
- Requests for refunds of Overseas Student Health Cover (OSHC) must be made to your OSHC provider.
- Please refer to our Refund Policy – International students refer to the International Student Handbook; Domestic students refer to or our Student Handbook, for a full explanation of the refund applicable to you.
- “This agreement and the availability of a complaints and appeals process, does not remove your right to take action under Australia’s consumer protection laws”.