Melbourne College of Business & Technology

International Student Application for Refund Form

Please send your completed form to:
International Student Support Officer, Melbourne College of Business and Technology, Level 13, 190 Queen Street, Melbourne, VIC, 3000.

This form is to be used if:

- The course did not start on the agreed starting date which is notified in the letter of offer
- The course is cancelled/withdrawn by Melbourne College of Business and Technology after commencement and before completion date
- The course was not fully provided to you because Melbourne College of Business and Technology has a sanction imposed on it by a government regulator
- The course defaulted (refunds granted in accordance with the provisions of the ESOS Act 2000 & the ESOS Regulation 2001.
- Melbourne College of Business and Technology is unable to provide the course for which the original offer was made.
- Your student Visa has been refused prior to course commencement by Department of Immigration & Border Protection (DIBP).
- You wish to withdraw at least 28 days prior to the agreed start date (NOTE: withdrawal less than 28 days prior to agreed start date will reduce the amount of the refund paid to you)
- Your student Visa extension is refused (NOTE: refund of unused course fees only)
- If you have overpaid your course fees (NOTE: only amount overpaid will be refunded)

Applicant/Student's Personal Details

Family Name:	Given Names:
Student ID:	Date of Birth: (dd/mm/yy): ____/____/____
Current Mailing address:	
Home phone: ( )	Email Address:
Local Address and phone number (in Australia if applicable):	

Reason for Refund (please tick)

Note: If withdrawal/discontinuation, please provide a full explanation and attach it to this refund form, including any supporting documents (e.g. medical certificate, flight ticket, payment of airfares, visa refusal letter etc)

Visa Refusal ☐
Withdrawal/discontinuation of current enrolled course at Melbourne College of Business and Technology ☐
Withdrawal/discontinuation of future scheduled course at Melbourne College of Business and Technology ☐
Overpayment of course fees ☐
Change of Visa status. Copy of Passport, marriage certificate and/or copy of permanent residency visa required. ☐
Others（Please specify: _____) ☐

Refund of the Overseas Student Health Cover (OSHC)

Where a student has not arrived and has never resided in Australia Melbourne College of Business and Technology will claim the Overseas Student Health Cover (OSHC) refund from the health insurer on behalf of the student if they have taken insurance out with Melbourne College of Business and Technology's preferred provider. Melbourne College of Business and Technology will forward the OSHC refund to the student upon receiving the refund from the health insurance provider.
Where the student has arrived or resided in Australia, it will be the responsibility of the student to claim the OSHC refund.

REQUESTS FOR REFUNDS WILL BE ASSESSED IN ACCORDANCE WITH THE Melbourne College of Business and Technology REFUND POLICY FOR OVERSEAS STUDENTS. PLEASE ENSURE YOU HAVE READ AND UNDERSTOOD THE REFUND POLICY FOUND IN THE OVERSEAS STUDENT HANDBOOK WHICH YOU RECEIVED IN YOUR ENROLMENT PACK.

Bank Transfer Details

Account Name:	
BSB Number:	

Melbourne College of Business and Technology
RTO Code: 45217 CRICOS Provider Code: 03631M
Level 13, 190 Queen Street, Melbourne VIC 3000, Australia
+61 3 8640 9950 Enquiry@mcbt.vic.edu.au
www.mcbt.vic.edu.au

Melbourne College of Business & Technology

Account Number:	
Bank Name:	
International Bank Account: (Please provide the following additional details)	
SWIFT Code:	
Branch (Bank) Address:	
Branch Name:	
Branch Country:	

I declare that the information provided by me is true, accurate and complete and that it is my responsibility to provide all necessary documentation to support my request for refund.
I agree and have read and understood Melbourne College of Business and Technology's Refund Policy for Overseas Students.
I understand that refunds may take up to four (4) weeks to process provided all relevant documents have been submitted.
I understand that by applying for a refund, I am withdrawing my acceptance from this course(s) and my CoE(s) will be cancelled when my refund is processed.

Student Signature:	Date: / / (dd/mm/yy)
Print Name:	

Please submit, at Melbourne College of Business and Technology (Level 13, 190 Queen Street, Melbourne, VIC), email to sso@mcbt.vic.edu.au, or mail this form to: Level 13, 190 Queen Street, Melbourne, VIC.

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