

Refund Request Form

Before requesting a refund, please review [ECC's Refunds Policy](#)

HOW TO APPLY: submit this form and supporting evidence (if applicable) to justask@ecc.edu.au.
****Form must be filled out digitally (not hand-written)****

OUTCOME/REPLY: will be emailed within 28 calendar days from date of receipt of a complete application.

Student Details:

Surname:

Given Name:

ECC Student ID:

Mobile Number:

Preferred Email:

Date of Birth:

Address:

Is student under 18?

If yes, please, please attach evidence of parent/guardian approval

Reason for Refund:

Graduated - excess funds in account

Visa refusal

Other (please specify):

Supporting Documents to Attach with Form:

Bank Remittance Advice

(required for payments originally made by bank transfer)

Letter from Immigration (visa refusals)

Other (please specify):

Where to send my refund:

Please refund the original credit card (if payment was made by credit card, the refund can only go back to the original card account)

Please transfer my funds to ECU

Please transfer my funds to my Australian bank account:

BSB:

Bank Name:

Account Number:

Account Holder Name:

Please transfer my funds to my overseas bank account:

Bank Name:

Bank Address:

SWIFT Code:

IFSC (India only):

Account /

IBAN Number:

Account Holder Name:

Account Holder Residential Address:

(MUST be completed)

Intermediary Bank Name and SWIFT Code:

Refund Request Form

Declaration:

I declare that the information I have provided in this form and in all supporting documents is true and correct.

I have read the [Refunds Policy](#)

Applicant signature

Date

If form is submitted via the student's ECC email address, a signature is not compulsory

Review by Edith Cowan College Staff (Office Use Only)

Student and Academic Services Review:

Date form received:

Week in Study Period:

Student Type:

Student Registrations:

Student Fees Review:

Relevant section of Policy:

Refund Review Outcome:

Name of staff member:

Date of review:

Refund Calculation:

Opening Account Balance:

 Tuition fees credit note:

Other charges credit note:

 Cancellation fee:

 Other charges:

Balance to be refunded:

ECU Student ID:

 Batch Number:

 Payment Reference:

 Payment Date:

Date processed in Navigate: