

General Request for Student Refund

For Domestic Students

(International students refer to International Office for refund requests.)

Student Number

Title Mr Mrs Ms Miss Dr

Other

Surname

Given Names

Preferred Name

Gender Male Female

Date of Birth
(DDMMYYYY)

Email Have you activated your student account?
All correspondence sent to students by CDU will be sent to the student's official CDU email address.

Postal Address (must be completed by all students)

Number & Street or
PO Box

Suburb / Town

State Postcode

Country
(if outside Australia)

Home Phone

Work Phone

Mobile Phone

CONDITIONS OF REFUND

Please read the following Conditions carefully before applying for a student refund.

- A Under normal circumstances the University will process your written refund request within 30 days.
- B Refund costs and payment methods:
- Refunds can be processed directly into your nominated bank account through Electronic Funds transfer (EFT) on any day of the week and once the University has processed the refund, you should have access to these funds within two (2) days.
 - Cheque refunds in Australian Dollars are only processed on Thursdays and may take at least three (3) days before you can access the funds once you have deposited the cheque into your bank account.
 - Credit card refunds are only processed back on to a card if the original payment was made by credit card. Once the University has processed the refund, it may take up to seven (7) working days before the credit appears on your account due to bank processing practices.
 - Under banking regulations, if a student has made a payment with a credit card any refund must be credited to the original card. Charles Darwin University will refund to the original credit card if the initial payment was via that credit card within the previous 12 months, otherwise the refund will be processed by Bank Transfer.
- C If the original fee payment was made on your behalf by a third party, the third party will be refunded any amount due.
- D In some circumstances, refunds may require extra time to process due to:
- delays in course/unit withdrawal or leave being approved
 - appeals requiring the approval of the Director, Student Administration and Equity Services
 - incorrect or incomplete information being provided
- E If you wish to apply for a remission of your HECS-HELP, SA-HELP or FEE-HELP debt please complete the Application for Remission form. This form can be found on the following website: <http://www.cdu.edu.au/studentportal/docs/forms/he107.pdf>

Complete for Credit Card Refunds:

Under banking regulations, if you have paid your fees by credit card, then the University must refund to the same credit card.

Credit card number:

Card Type: Expiry Date: / Amount \$

Complete for bank transfer:

BANK DETAILS

Name of Bank	
Branch Address (including postcode)	
Account Holder Name	
BSB Number (six digits)	
Account Number	
Amount	\$

Declaration: I agree to indemnify the University against any future claims arising out of or incidental to the payment of the refund of fees to me.

Signature: _____

Date: _____

- This form can be submitted:
- In person – at the Information Centre on your campus
 - By fax – (08) 8946 6544
 - By mail – Charles Darwin University, Cashiers, Building Orange 1, Darwin NT 0909
 - By email – cashiers@cdu.edu.au

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Please return this form to Cashiers, Information Centre, Charles Darwin University, Darwin, NT 0909. Fax (08) 8946 6642. Email: cashiers@cdu.edu.au