

# REFUND OF EXAMINATION CHARGES

(ONSHORE STUDENTS ONLY)



**VICTORIA UNIVERSITY**  
MELBOURNE AUSTRALIA

Complete and sign this form to apply for a refund of examination charges in exceptional circumstances. Please ensure you read the information and instructions below carefully.

## INFORMATION ABOUT REFUND OF EXAMINATION CHARGES

- You can only use this form if you have **paid to sit for an examination** and you want to apply for a refund due to exceptional circumstances.
- The refund will only be granted if there are exceptional circumstances **at the time of payment of the charge and/or the examination being held**.
- You must **provide an explanation AND supporting documentation** in order for your application to be considered.
- If we need to contact you we will do so via your VU email account. Please be sure to check this account on a regular basis.
- You must submit this form **within 12 months of incurring the charges**.
- If your refund is granted we will send a cheque to your semester address.

## INSTRUCTIONS

1. Pay the charge first to ensure you are eligible to sit for the examination.
2. Attach a copy of your receipt to this application.
3. Obtain relevant supporting documentation from your medical practitioner, VU counsellor or Welfare officer or other as described below and attach it to your application.
4. Please describe your circumstances as clearly and in as much detail as possible so that we can accurately assess your application.
5. Submit your form to a Student Service Centre, online at [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu) or by mail or fax to the contact details below.
6. You will be notified of the outcome of your application, usually within 28 days.

Please write in BLOCK LETTERS using a black or blue pen.

FAMILY NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

GIVEN NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_/\_\_\_\_/19\_\_\_\_

PHONE: \_\_\_\_\_ MOBILE PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## UNIT(S) OF STUDY FOR WHICH I AM REQUESTING THIS REFUND:

UNIT OF STUDY CODE	UNIT OF STUDY TITLE	TEACHING PERIOD	YEAR

THE AMOUNT OF REFUND I AM REQUESTING IS: \$ \_\_\_\_\_ (YOU MUST ATTACH PROOF OF PAYMENT)

## REASON FOR REQUESTING REFUND (YOU MUST ATTACH SUPPORTING DOCUMENTATION AS INDICATED)

- MEDICAL REASONS (Please attach a **Medical Certificate**)
- FAMILY/PERSONAL/SPECIAL CIRCUMSTANCES (Please attach one or more of **Counsellor Report, Police Report, Death Certificate** or **Letter from a Religious Representative**)
- FINANCIAL HARDSHIP (Please attach a **Letter from a VU Welfare Officer** (Student Engagement))

FROM WHICH DATE DID THESE CIRCUMSTANCES APPLY? \_\_\_\_/\_\_\_\_/20\_\_\_\_

Please **provide an explanation** that best describes why you are applying for this refund below (if insufficient space, attach a separate sheet):

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I declare that the information I have indicated above best describes my circumstances. I have provided supporting documentation with my application and I have read the information and Privacy information on the reverse of this form.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_

OFFICE USE ONLY	DO YOU APPROVE THIS REFUND? <input type="checkbox"/> YES <input type="checkbox"/> NO	Student advised of outcome: ____/____/20____	Refund submitted to Finance Dept:
	PROCESSED BY:	SIGNATURE:	DATE:

## CONTACT

Enquiries [GOTOVU \[www.vu.edu.au/gotovu\]\(http://www.vu.edu.au/gotovu\)](http://GOTOVU.vu.edu.au/gotovu)  
Phone +613 9919 6100  
Fax +613 9919 2853  
Web [www.vu.edu.au/future-students](http://www.vu.edu.au/future-students)

## STUDENT SERVICE CENTRES

City Flinders  
City King  
Footscray Nicholson  
Footscray Park  
Melton  
Newport  
St Albans  
Sunshine  
Werribee

## MAIL TO

Assessment and Graduations Office  
St Albans Campus  
Victoria University  
PO Box 14428  
Melbourne VIC 8001

## PRIVACY INFORMATION

We collect your personal information in accordance with the Privacy Statement for students ([www.vu.edu.au/current-students/student-essentials/commonly-used-forms](http://www.vu.edu.au/current-students/student-essentials/commonly-used-forms)) and the Privacy Policy ([www.vu.edu.au/privacy](http://www.vu.edu.au/privacy))