

LCI Melbourne

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PO Box 1219 | Collingwood VIC 3066 | Australia
150 Oxford Street | Collingwood VIC 3066 | Australia
Academy of Design Australia Ltd trading as LCI Melbourne
ABN 97 585 592 579 | CRICOS No. 02201G | HEP No. 4396



LCI
Melbourne

Refund application

This form is to be used by students who would like to apply for a refund on tuition payments. Please note that from does not cover the refund of the administration fee paid prior to commencement of course, as this fee is non-refundable.

Students should check with Student Services or Finances about their eligibility prior to submitting this form. Please refer to the Student Fees Policy available on the LCI Melbourne website.

Personal Details

Full Name

Student ID (If known)

Date of Birth

Course and Major

Refund details

- Applying for a refund on a payment for a course that you have not started and have withdrawn from
- Applying for a refund on a payment you have made for future study, but have since withdrawn/deferred
- Applying for a refund for unit/s withdrawals prior to Census Date (Domestic) or Course Commencement (International)
- Applying for a refund due to an overpayment of fees
- Other (please specify):

Refund amount

What is the refund amount you are requesting (\$AUD):

Australian banking information -

Account name

Bank Name

Account Number

BSB (Bank State Number)

Branch Name & Address

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International banking information -

Note: Refunds are paid in AUD. Please ensure that your bank accepts AUD prior to completing this form.

Bank name

Bank country

Bank city

Bank address

SWIFT code

Account name

Account Number

IBAN (International Bank Account Number)

Declaration

I declare that to the best of my knowledge, the information I have supplied on this form is true and correct.

Student Signature

Date

I am the parent/guardian signing on behalf of an under 18 student (if applicable).

Parent/Guardian Signature

Parent/Guardian Full Name