OZFORD

Application for Credit/Refund Form

Application date: _____ / _____ / _____

Important Notes:
- Please submit the completed form to Student Services Department on Level 9, 123 Lonsdale street, Melboune VIC 3000.
- Applications must have receipt(s) attached. Applications without receipt(s) will not be processed.
- Application processing time may take up to 4 weeks form the date of submission and you will be notified with the outcome via email/phone/letter

CONTACT DETAILS

Student Number ☐ ☐ ☐ ☐ ☐ ☐

FULL NAME ....

ADDRESS ....

DOB ....

EMAIL .... PHONE ....

COURSE .... CLASS ....

Credit / Refund Details (Please tick one)

☐ Application for Refund of School Fees ☐ Application for Credit of School Fees ☐ Application for Refund/Credit of Other Fees

Please specify reason:

Evidence Provided

☐ No

☐ Yes (Please attach and specify)

Bank Details For electronic funds transfer (eft) refund:

Bank Name: .... BSB/Swift Number ....

Address ....

Account Number .... Account Name ....

Student Delectation

☐ I have provided all required information and I have read and understood Ozford's payment and refund policy.

Student Signature .... Date: _____ / _____ / _____

Parents Signature (Under 18 students) .... Date: _____ / _____ / _____

(Office Use Only)

1. STUDENT SERVICES	2. DEPT HEAD		3. ACCOUNTS	4. STUDENT SERVICES
❏ Maze/SOEAC ❏ checked PRISMS status	**Refund** ❏ Approved ❏ Not Approved Refund Amount: $.........................	**Credit** ❏ Approved ❏ Not Approved Credit Amount: $.........................	**Outstanding Fee:** ❏ Yes ❏ No **Processed:** ❏ Yes ❏ No Student Services Informed: ❏ Yes ❏ No	❏ SS has been informed ❏ Update Record & File
Initials: .... Date:	Initials: .... Date:		Initials: .... Date:	Initials: .... Date: ....
Comments:	**Comments:**		**Comments:**	**Comments:**