



Please circle relevant Hall: Bruce Hall / Burton & Garran Hall / Fenner Hall / Toad Hall / Ursula Hall

**Personal Details:**

Name:	Click here to enter text.	Student ID:	Click here to enter text.
Email:	Click here to enter text.	Telephone:	Click here to enter text.

I request that the Australian National University refund any amounts owing to me, including but not limited to:

- Balance of Room Deposit, after deducting any charges; and
- Account Balance (any other remaining amounts) in the following manner:

**Refund Method:**

<input type="checkbox"/>	<b>As a direct credit to the same bank account that is used for my fortnightly direct debit</b> <i>(preferred and fastest method)</i>
<input type="checkbox"/>	<b>As a direct credit to a different Australian bank account:</b>  Account in the Name of: Click here to enter text. Bank Name: Click here to enter text. Branch Name: Click here to enter text. BSB Number:  _ _ _ - _ _  Account Number:  _ _ _ _ _ _ _ _ _ _
<input type="checkbox"/>	<b>As an overseas bank draft in my name as shown in ISIS</b> <i>(please circle one – USD or GBP or Euro)</i>  An Overseas Bank Draft: <ul style="list-style-type: none"> <li>• in the currency nominated above will be mailed to your ‘Mailing Address’ in ISIS – please update this before leaving Australia.</li> <li>• will be issued in your name of the student as recorded in ISIS and cannot be made payable to other people.</li> <li>• is only valid for 6 months from the date the bank draft is issued.</li> <li>• which has to be cancelled and reissued will incur a ‘Reissue Fee’, currently \$10 which is subject to change. The fee will be deducted from the balance of your account.</li> </ul>
<input type="checkbox"/>	<b>Other – please discuss with your Hall Administration Manager</b>

**Please confirm the following by placing an X in each box below:**

<input type="checkbox"/>	I understand that it is my responsibility to change my address details in ISIS and that the address is to be used for all correspondence from the University. I understand that my Hall is unable to make this change for me.
<input type="checkbox"/>	I am aware that, at peak times during the year, processing of refunds may take up to 6 weeks.
<input type="checkbox"/>	I understand that any outstanding amounts owing by me may be deducted from the Room Deposit before this refund application is processed.

Signature:	Click here to enter text.	Date:	___/___/___
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**ADMINISTRATION USE ONLY**

Room Change-over Fee (Charge Std \$45 / Lge \$70)      YES <input type="checkbox"/> NO <input type="checkbox"/> Resident Committee Fee (Reverse if applicable)      \$ _____ Other Additional Fee/s (if applicable)                      \$ _____ Deposit Refund Wizard Run - \$1000 (check amount)      YES <input type="checkbox"/> NO <input type="checkbox"/> Total Amount Under \$1000, notify resident              YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/>	StarRez Account Balance to be refunded \$ _____  Comments: _____ _____
Refund Approved (Approval is required from the Hall Administration Manager or Head of Residence - financial delegation 000220): Signature and Full Name (printed):  Uni ID: _____ Date: _____	