

Request for Manual Credit

Student Name:		ID No:													
Reason for Credit:															
<ul style="list-style-type: none"> • Incorrect date used at time of withdrawal (<i>Resulting in no credit being raised</i>) <input type="checkbox"/> • Error occurred – student was invoiced twice <input type="checkbox"/> • Student re-enrolled in different Occurrence but not credited for first enrolment <input type="checkbox"/> • Student charged admin drop fee – in error <input type="checkbox"/> • Other: <input type="checkbox"/> 															
Details:															
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Course Code (s)</td> <td></td> </tr> <tr> <td style="text-align: center;">Invoice Number</td> <td></td> </tr> <tr> <td style="text-align: center;">Fees</td> <td></td> </tr> <tr> <td style="text-align: center;">\$100 Administration Fee</td> <td></td> </tr> <tr> <td style="text-align: center;">30% International Withdrawal Fee</td> <td></td> </tr> <tr> <td style="text-align: center;">TOTAL CREDIT</td> <td></td> </tr> </table>		Course Code (s)		Invoice Number		Fees		\$100 Administration Fee		30% International Withdrawal Fee		TOTAL CREDIT	
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Signed:															
Authorised By:		Date:													
Signed:															
<p><i>Please send this Form plus supporting documents to Finance</i></p>															

