FEE ADJUSTMENT REQUEST FORM

PERSONAL DETAILS

Family Name: 
Given Names: 
Student ID:     Contact Phone Number: 
Gender:  Male  Female  Date of Birth:  D  M  Y  Y  Y  Y
Course: 
Email Address: 

PLEASE READ THE FOLLOWING

Please ensure that all the sections of the forms is completed and necessary documents submitted. Incomplete forms will not be processed.

Do not complete this form if your fee increased because of:
- Change of program
- New calendar year

If you have transferred to a new program, you are charged this year’s rate for the new program.

FEES ADJUSTMENT FOR

[ ] Overseas Student Health Cover (OSHC)     [ ] Incorrect Tuition     [ ] Other
Current amount: 
Correct Amount: 

COMMENTS:


Signature:  X  Date:  D  M  Y  Y  Y

OFFICE USE ONLY

[ ] All supporting documents supplied  Processed by:
[ ] Approved. Correct fee: /cp  Date:
[ ] Not approved
[ ] Sent memo to Fees Office

Please return your completed form to Macquarie International (Building E3A Level 1) either in person at the Front Desk OR by fax to (02) 9850 7733 OR by email to iss@mq.edu.au (must be scanned copy with a signature)