

**REFUNDS, RETURN OF ROOM DEPOSIT AND MISCELLANEOUS CREDITS**  
(Only for residents leaving permanently)

**NAME:**.....

**ROOM NO:**.....

**PHONE:**.....

**SCHOLARSHIP DONATION**

Please deduct from my room deposit:

\$50    \$70    \$100   or other    \$

as a valedict's gift to the Alumni Scholarship Fund (for the children of previous Jane residents).

Any unclaimed Room Deposits will also be transferred to this fund after 6 months.

**REMOVAL OF BELONGINGS.**

Having decided not to continue residency, I have removed all of my belongings from box rooms and other places at College. I understand that, as per the Handbook, *if you do leave goods at College and do not return, you will be charged \$100 per item payable before the release of goods.*

**Signed:** .....

**Date:**.....

The refund of your Room Deposit will be processed within 28 days of your departure.

The credit balance of your account will be deposited into the financial institution of your choice, details of which are supplied below:

**BANK ACCOUNT DETAILS**

**Australian Bank Account**

**International Bank Account**

Your name:	Bank Account Name:
Bank name:	Bank Account Number:
Name of account:	IBAN:
Account number:	Bank Name:
BSB number:	Bank Address:
Bank branch:	Bank City:
	Bank Country:
	Swift

**OFFICE USE**

**REFUND DATE:**.....

**REFUND AMOUNT: \$**.....