Payment Request Form – FEA Postgraduate Rebate
For payment to non-ACU staff members/students and non-ABN holders

Student Number (must be provided for ACU students)

Date   Month   Year

Student Name: _____   **Total Amount:** _____

Email: _____

Phone: _____

Reimbursement details: *(Please give details of course from which you have graduated)*

Course Title: _____   **Year Graduated:** _____

Postgraduate Course *(For which you are claiming the rebate)*

_____   **Year Commenced:** _____

Postgraduate unit(s) for which you are eligible to claim your Alumni rebate:

Unit Code/Unit Name	Study Period and Year

Please attach supporting tax invoices/receipts/documents (e.g. download from Student Connect post census date)

Please note: Payment will only be processed to ONE bank account

☐ **AUD bank account   Account Name (if different to Payee Name):** _____

BSB ☐☐☐ - ☐☐☐   **Bank Account Number** ☐☐☐☐☐☐☐☐☐☐

☐ I confirm that I am a full fee paying domestic postgraduate student (excludes international alumni).

☐ I confirm that I will not or have not received any other scholarship/discount/bursary for the course for which I am applying to receive the FEA 10% Alumni rebate.

Student Signature _____

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FOR ACU INTERNAL USE ONLY

Please ensure account strings provided are valid and correct

Entity	Project Code	SoF	Natural Account	Amount $ (sum of below must equal total)
9 1	1 0 3 1 5 0	1 1 1	4 4 1 0 2	$
				$
			Total $	

Requisitoned by Head of School: _____ **Date:** _____

Name/s of Signatory: _____
(As per Financial & Budget Delegations)

Authorising Signature/s: _____ **Date:** _____ _____ _____

Please note forms with any incorrect information or insufficient supporting documents may result in payment being delayed.

☐ **Special Instructions:**

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