

## Request for Refund – Form – International

Requests to refund international tuition fees are reviewed by the Director, Student Retention and Systems via this form, please allow up to 5 business days for review.

- Students are to complete section 1 & 2 and submit to their international student adviser.
- International student adviser can complete sections 1 & 2 as required.
- International student advisers are to complete the office only sections and submit the completed form to the Director, Student Retention and Systems for review.
- International Student Advisers will refer to and explain the Refund Policy – International to Students so there is clear understanding of when a Refund request as appropriate; and provide brief explanation on form.

### 1. INTERNATIONAL STUDENT DETAILS

Student Number	Date of Birth	
Title	Given Name	Family Name
Email		
Student Visa <input type="checkbox"/> or Temporary visa <input type="checkbox"/>	Phone Number	
Course		
Expected course completion date	Campus	

### 2. BANK ACCOUNT DETAILS

Name of Financial Institution
Branch Name
Address of Financial Institution
Account Name
Branch Number (BSB)
Account Number

### 3. OFFICE USE ONLY – *International Student Adviser to complete.*

Student has paid all fees that the refund request relates to: Yes <input type="checkbox"/> or No <input type="checkbox"/>
Student enrolment has been: Cancelled <input type="checkbox"/> or Suspended <input type="checkbox"/> or Varied <input type="checkbox"/>
Filemaker check conducted <input type="checkbox"/> Finance check conducted <input type="checkbox"/> Refund is: refused <input type="checkbox"/> or approved <input type="checkbox"/>
Reason for refusal or approval recommendation:

OFFICE USE ONLY – *International Student Adviser to complete.*

**TUITION FEES**

Subject Code	Cancellation Fee	Refund Amount
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Tuition Fees Totals	\$	\$

**OTHER FEES WITHHELD**

Fees Type	Fee Paid	Amount Withheld
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Other Fees Totals	\$	\$

**TOTAL REFUND DUE: AUD\$** \_\_\_\_\_

**Director, Student Retention and Systems to complete approval section below.**

- Director, Student Retention and Systems is responsible for advising students of refund refusal and providing reasons for refusal in writing; and submit form to finance.
  - Approved **within Policy** approved by Director, Student Retention and Systems, or
  - Approved **outside Policy** approved by Director, Student Retention and Systems, and
  - Form sent to Finance to process refund request.
- Or
- Refused** by Director, Student Retention and Systems.

**Reason** if refund is approved outside policy or refused:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_