

1. STUDENT DETAILS

Title: Mr Mrs Miss Ms Other > _____
Please specify

Family Name: _____

Given Names: _____

Date of Birth: _____ / _____ / _____ Student Number: _____
Day Month Year

Country of Birth: _____ Nationality: _____

STUDENT DETAILS

2. HOME ADDRESS – What is your current residential address?

Address: _____ Suburb / Town: _____

State / Region: _____ Postcode / Zip: _____ Country: _____

3. POSTAL ADDRESS – What is your current postal address?

Address: _____ Suburb / Town: _____

State / Region: _____ Postcode / Zip: _____ Country: _____

4. CONTACT DETAILS - How can we get in contact with you? This must be the student's details, not the agent's.

Email Address: _____ Telephone: _____

5. REASON FOR REFUND REQUEST

Family, personal or financial reasons	<input type="checkbox"/>	Student visa application was refused	<input type="checkbox"/>
Failure to meet conditional entry requirements	<input type="checkbox"/>	Obtained Permanent Resident (PR) status	<input type="checkbox"/>
Medical reasons	<input type="checkbox"/>	Compassionate or compelling circumstances	<input type="checkbox"/>
Study at another registered provider	<input type="checkbox"/>	Other > _____	<input type="checkbox"/>

Please specify

REFUND REQUEST

 Please attach documentary evidence to support your refund application

6. REFUND METHOD – You must select only ONE method from section below and complete ALL requested details

METHOD 1 – Refund to an Australian bank account

BSB Number: _____ : _____ Account Number: _____

Account Name: _____ Bank Name: _____

Branch Name and Address: _____

METHOD 2 – Refund to an overseas bank account

Bank Name: _____ Bank Country: _____

Bank City: _____ Bank Address: _____

SWIFT Code: _____ Account Name: _____

Account Number: _____ Indian Financial System Code: _____

IBAN Number: _____

METHOD 3 – Refund to a credit card

Account Name: _____ Card Type: _____

Card Number: _____ Expiry Date: ____ / ____

PAYMENT DETAILS

7. CONDITIONS OF REFUND APPLICATION

CONDITIONS

- > All refunds will be processed in accordance with the International Student Refund Policy and Refund of Fees Procedures and will be paid within 28 days.
- > All refunds will be paid via electronic funds transfer (EFT) and will be paid in Australian dollars only. If your local bank does not accept Australian dollars, the refund will be paid in US dollars.
- > Refunds will be paid into the same account as was used to make the original payment, unless you authorise a third party transfer in Section 8 below.
- > Refunds for payments made by credit card can only be transferred back into the credit card account and not to any other account.
- > Please ensure that you fill out this form carefully, as providing incorrect details may cause your refund to be delayed.
- > Please be aware that your bank may deduct banking transaction fees which could affect the final amount you receive.

8. DECLARATION - You must select only ONE option from section below

DECLARATION

OPTION 1 – Student declaration

I have read and agree to the International Student Refund Policy and the above conditions of refund and declare that I am the person to whom this refund is to be paid.

Student signature: _____ Date: _____

OPTION 2 – Authorisation to pay refund to a third party – Refund to be paid to someone other than the student

I authorise the University to pay this refund to the person whose account details are listed in Question 6. I have read and agree to the International Student Refund Policy and the above conditions of refund and I understand this refund will not be paid directly to me.

Student signature: _____ Date: _____

Please send your completed International Student Refund Form, together with your supporting documents to:
Office of International Services
E: international@cdu.edu.au

OFFICE USE ONLY

REFUND CALCULATION							
Total payment amount					\$	Comments:	
Less:	Administration Fee				\$ 400		
	20%		30%		50%		\$
	Commission Paid				\$		
	OSHC (if scheduled)				\$		
	Other				\$		
Total refund payable					\$		

Action	Date	Signed	Comments
Received - OIS			
Processed - OIS			
Approved - OIS			
Processed - Cashiers			