

International Student Refund Application Form

Please complete ALL SECTIONS in BLOCK LETTERS using blue or black pens, and attach supporting documents

1. STUDENT DETAILS

Title Mr Mrs Ms Miss Other _____

Family Name (as shown in passport)

Given Name(s) (as shown in passport)

Date of Birth (DD/MM/YYYY) Student Number S

Nationality Country of Birth

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

Number & Street

Suburb / Town State / Region

Postcode / Zip Country

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

If Postal Address is the same as Home Address, tick

Number & Street

Suburb / Town State / Region

Postcode / Zip Country

4. CONTACT DETAILS

Email Address

Email Address 2

Home Phone Mobile Phone

5. REASONS FOR REFUND

Family, personal or financial reasons Student visa application was refused

Failure to meet conditional entry requirements Obtained Permanent Resident (PR) visa status

Transferring to another registered provider Compassionate/compelling circumstances

Others
Please specify



Please attach documentary evidence to support your refund application

6. REFUND METHOD

METHOD 1 – Refund to an Australian bank account

BSB Account Number

Account Name Bank Name

Branch Name and Address

METHOD 2 – Refund to an overseas bank account

Bank Name	<input type="text"/>	Bank Country	<input type="text"/>
Bank City	<input type="text"/>	Bank Address	<input type="text"/>
SWIFT Code	<input type="text"/>	Account Name	<input type="text"/>
Account Number	<input type="text"/>	Preferred currency	<input type="text"/>
Indian financial system code	<input type="text"/>	IBAN Number	<input type="text"/>

METHOD 3 – Refund to a credit card

Account Name	<input type="text"/>	Card Type	<input type="text"/>
Card Number	<input type="text"/>	Expiry Date (DD/MM/YYYY)	<input type="text"/>

7. CONDITIONS OF REFUND APPLICATION

- All refunds will be processed in accordance with the International Student Refund Policy and Refund of Fees Procedures and will be paid within 20 working 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 part transfer in Section 8 below.
- Refunds for payments made by credit card will 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 and maybe subjected to additional transaction fees.
- 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

OPTION 1 - Student declaration

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

Student Signature	<input type="text"/>	Date (DD/MM/YYYY)	<input type="text"/>
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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 Procedures and the above conditions of refund and I understand this refund will not be paid directly to me.

Student Signature	<input type="text"/>	Date (DD/MM/YYYY)	<input type="text"/>
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Please send your completed International Student Refund Application 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			\$	
	20%	30%	50%	\$	
	Commission Paid			\$	
	OSHC (if scheduled)			\$	
	Other			\$	
Total Refund payable				\$	

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