



STUDENT ADMINISTRATION REQUEST FOR FEE REFUND

International College

Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross (X) and email to: mypathway@westernsydney.edu.au 1 - PERSONAL DETAILS Student ID number Daytime contact phone number Title Family name Given name(s) Australian address Unit no. Street no. Street name Postcode Suburb State Email address Home phone number (incl. country and area code) Work phone number (incl. country and area code) Mobile phone number (incl. country and area code) Course code Course name Tuition fee amount paid : AUD\$ 2 - CURRENT ACADEMIC STUDY Are you currently studying an academic qualification at an institution other than Western Sydney University International College? Yes No If yes, please complete the details below. Name of qualification/award (e.g. Bachelor of Business) Duration Institution name Country/state Date commenced Expected date of completion

In providing my personal information to the Western Sydney University International College (the International College), I understand that, other than as authorised by law, the International College will only use this information for the purposes for which it is being collected in accordance with the International College's functions and activities associated with my enrolment. In some instances, the International College may need to disclose information to any Government department which administers or has authority regarding education or immigration policy and law and any other Government agencies (State, Territory or Federal, an affiliated entity of the International College, or to third parties for the purposes of recovering unpaid International College fees or other debts owed to the International College, and I consent to such disclosure. I also understand that all information will be collected, stored, accessed and disseminated or destroyed in accordance with privacy, records management and other relevant laws, and the International College's policies. CRICOS Provider code: 03663C.

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unite of bullin	
ddress of bank	
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WIFT/BIC code*	IFSC India code* IBAN - UK, Europe code*
Sort code* ABA or re	routing number* *It is essential that you provide one of these codes in order to receive a refund
4 - BANK DETAILS	
	orovided to avoid any delays in processing your refund. Please note: ete section 3 only - overseas bank details. Please note: If the original payment
nade via a credit card, the refund can only go	
Account holder's name	
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OFFICE USE ONLY

Supporting documentation required

Reason for refund request	Supporting documentation	Staff checks/action		Initial & date
Completed course	None required.	Finance	Check Enrolment Status.	
Withdrawal from course	Completed Withdrawal form.	Stu. Services Admissions	Check supporting documentation. Process Withdrawal. Forward refund form to Finance.	
U18 Accommodation / Guardianship fees	Approved amendment to U18 Accommodation and/or Guardianship arrangements.	Student Services	Check supporting documentation. Forward refund form to Finance .	
Difference in tuition fees	Revised Offer Letter and CoEs for the new course.	Admissions	Check supporting documentation. Forward refund form to Finance.	
Failure to meet entry requirements	Documentary evidence that Offer Letter conditions have not been met.	Admissions	Check supporting documentation. Forward refund form to Finance .	
Refusal of student visa	Letter from Australian Government informing of the visa refusal.	Admissions	Check supporting documentation. Forward refund form to Finance .	
Other	Contact Student Services to discuss the reason and documentation required.	Student Services	Forward refund form to Finance .	

Finance

	Fees paid	Comment
+	+ OSHC	
+	+ Accommodation / Guardianship	
+	+ Other:	
-	- Visa refusal	
-	- Failure to meet entry requirements	
-	- Cancellation penalty	
-	- Other:	
	TOTAL REFUND AMOUNT	

Approval

Approval					
Position	Name	Signed	Date	Comment	
Accounts Officer					
Business Manager					
Director - Finance					