

WESTERN SYDNEY UNIVERSITY



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			
Suburb				State		Postcode	

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

3 - OVERSEAS BANK DETAILS

Please ensure that your full **overseas bank details** are provided to avoid any delays in processing your refund.

Account holder's name

Account holder's address

Name of bank

Branch name

Address of bank

Account number

SWIFT/BIC code*

IFSC India code*

IBAN - UK, Europe code*

Sort code*

ABA or routing number*

*It is essential that you provide one of these codes in order to receive a refund

4 - BANK DETAILS

Please ensure that your full **bank details** are provided to avoid any delays in processing your refund. Please note: if you are a presently overseas, please complete section 3 only – overseas bank details. Please note: If the original payment was made via a credit card, the refund can only go back to the original credit card.

Account holder's name

Account holder's address

Name of bank

Branch name

Branch number (BSB)

Account number

5 - REASON FOR NOT CONTINUING STUDY

If you are requesting a refund due to withdrawing from your current/future course at Western Sydney University International College, please indicate your reason for withdrawing (please tick the relevant boxes).

Health reasons/illness (please provide evidence)

Financial difficulties

Personal/family issues (please provide evidence)

Have not met conditional requirements:

English proficiency

Academic requirements

Transferring to another institution (please indicate why):

Competitive tuition fee

Course change

More convenient location

Study experience (please provide evidence)

Not enough Advanced Standing granted

6 - DECLARATION AND SIGNATURE

I declare that I have read and understood the instructions on this form. I have returned my student ID card to Student Services. Please amend my Western Sydney University International College records to show that I am resigning from my course of study as indicated above.

Student's signature

Date

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

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