WESTERN SYDNEY
UNIVERSITY

International College

STUDENT ADMINISTRATION
REQUEST FOR FEE REFUND

HOW TO APPLY: submit this form and supporting evidence (if applicable) to **mypathway@westernsydney.edu.au**
*Form must be filled out digitally (not hand-written)

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

Estimate refund amount: $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.

3 - REFUND DETAILS

Original payment method

(Please choose ONE of the following that corresponds to your most recent payment.)

- ☐ Flywire (if payment was made via Flywire). Please select refund method option 1.
- ☐ Australian bank account (if payment was made by an Australian bank account). Please select refund method option 2.
- ☐ Overseas bank account (if payment was made by an overseas bank account). Please select refund method option 3.
- ☐ Flywire and an Australian or Overseas bank account (if payment was made by both Flywire and an Australian or overseas bank account). Please select and populate refund method options, 1, 2 or 3 if you made a part payment across multiple payment types.
- ☐ Transfer Tuition Deposit to Another Navitas Business Unit (including a different country) Only available if original payment was made by bank transfer. Please select refund method option 4.

☐ **Option 1 – Refund by Flywire (Flywire may contact you to verify your banking information.)**

Refund will be processed via Flywire to your original payer's bank account/credit card.

☐ **Option 2 – Australian Bank Details**

Please ensure that your full **Australian 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.

Account holder's name

Account holder's address

Name of bank

Branch name

Branch number (BSB)

Account number

☐ **Option 3 – Refund to an Overseas Bank Account**

Account name

Account number

Bank name

Bank address

SWIFT code

IBAN/Account Number (if applicable)

Intermediary bank swift code (if applicable)

Please tick one and provide information based on the country of bank

☐ IFSC (India):

☐ CNAPS (China):

☐ Beneficiary Tax ID/NIT (Colombia):

☐ CNIC (Pakistan):

☐ Bank code (Sri Lanka)

Relationship of bank account holder to student (if student is not the bank account holder):

Account Holder's Complete Residential Address - Must Fill (PO box and VPO addresses not acceptable):

☐ **Option 4- Transfer Tuition Deposit to Another Navitas Business Unit** *Only available if original payment was made by bank transfer.*

☐ **Receiving college name:**

☐ **Attach required documents: a copy of the new letter of offer**

☐ **By selecting the Tuition Deposit Transfer option, I authorise transferring college to transfer my available prepaid tuition funds to receiving college for the purpose of progressing my application, enrolment, or admission. I acknowledge and agree that:**

• The transfer is voluntary and has been requested by me in writing.

• Any transfer is subject to the admission requirements and acceptance of the receiving college.

• The amount transferred may differ from the original amount paid due to foreign exchange fluctuations, currency conversion costs, bank charges, transaction fees, or differences in tuition fee structures between institutions.

• Neither institution guarantees the exchange rate applied or the value ultimately received by the receiving institution.

• Any shortfall resulting from currency movements, fee differences, or charges must be paid by me prior to enrolment.

• Any excess funds remaining after enrolment will be managed in accordance with the receiving institution's refund policy and applicable legislation.

• My personal information, application details, and payment records may be shared between the institutions for the purpose of administering this transfer in accordance with applicable privacy laws and student administration requirement.

• I understand and agree that, once the transfer has been processed, transferring college will be deemed to have fully satisfied and discharged its refund obligations in respect of the transferred amount, and I will have no further entitlement to claim a refund of that amount from transferring college.

• I understand and agree that, through the offer and acceptance process at the receiving college, I will accept the terms and conditions of their Refund Policy. If I wish to seek a refund at a later point, the receiving college's refund policy will be used to calculate any refund owed.

• In the event that you are unsuccessful in gaining a place at your chosen college, or you withdraw your application, we will speak with you or your agent, with a view to offering you a place at another of our colleges. There are different areas in which your application may not be successful, and many of these are not dependent on your qualifications or personal history. By sharing your details with our internal recruitment specialists, who will then contact you or your agent, we may be able to offer you a position at another of our colleges

4 - REASON REFUND

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).

☐ Decided not to come to Australia
☐ Failure to meet entry requirements
☐ Visa Refusal
☐ OSHC Refund
☐ Completed study at WSUIC
☐ Transfer to another provider
☐ Withdrawal from the course
☐ Overpaid tuition fees

☐ Other, please specify:

☐ Transfer to WSU ID: (only available if original payment was made by bank transfer)

5 - DECLARATION AND SIGNATURE

- The information I have provided in this application is true and correct. I acknowledge that any incorrect information can result in a delay or rejection of this application.
- Any fees incurred by WSUIC due to incorrect information being provided will be deducted from the refund amount.
- I have read and understood the WSUIC Refund Policy and other relevant policies.
- This application can take up to 4 weeks to be processed, submitting this application does not automatically grant the refund.
- An incomplete application will not be accepted.

Student's signature

✗

Date (dd/mm/yyyy)

Parent's/Guardian's signature
(if student is under 18 years of age)

✗

Date (dd/mm/yyyy)

6 - REFUND APPLICATION PROCESS

1. Complete the refund form, attached all required supporting documents and select only one refund method option.
2. Email the completed refund form and supporting documents to the email address specified on the form.
3. Monitor your email for updates or any additional information requests.
4. Respond to Flywire email to verify the banking information to complete the refund transfer process if you originally paid via Flywire.

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				

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