



STUDENT ADMINISTRATION REQUEST FOR FEE REFUND

International College

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

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.

☐ **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):

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).

- | | |
|---|---|
| <input type="checkbox"/> Decided not to come to Australia | <input type="checkbox"/> Completed study at WSUIC |
| <input type="checkbox"/> Failure to meet entry requirements | <input type="checkbox"/> Transfer to another provider |
| <input type="checkbox"/> Visa Refusal | <input type="checkbox"/> Withdrawal from the course |
| <input type="checkbox"/> OSHC Refund | <input type="checkbox"/> 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				