

# Refund Request Form International Students

## Personal & Contact Details *(all fields are mandatory)*

Student ID	Date of Birth
Given Names	
Family Name	
Email	Phone
Mailing address	
Suburb	State
Postcode	Country
Campus/Location	
Program	

## Refund Details

Withdrawal from program <i>(approved Withdrawal from all Studies form must be attached)</i>
Leave from Studies <i>(approved Leave from Studies form must be attached)</i>
Visa Refusal <i>(Immigration confirmation letter must be attached)</i>
Credit Balance
Other <i>(please state)</i>
Requested refund amount* \$

*\*Any refund amount payable is subject to verification by Student Finance.*

## Refund Payment

**Is your refund payment to be made to a third party i.e. another person, sponsor or educational institution?**

No - I am the refund payment beneficiary
Yes - <u>supporting documentation must be attached</u> and payment will only be made by EFT or International Wire Transfer
1. attach proof of payment showing original payment was made by the third party nominated to receive your refund
2. attach copy of student passport photo page and proof of identify for third party
3. attach proof of identify for third party

## Refund Method *(all fields are mandatory)*

### International Wire Transfer

Beneficiary Name
Beneficiary Address
Bank Name
Bank Address
SWIFT Code
IFSC / IBAN / CNAPS*
<i>*IFSC must be provided for <b>India</b> / IBAN must be provided for <b>Pakistan</b> / CNAPS must be provided for <b>China</b></i>
Account Name
Account Number
Account Currency

**Bank Draft** *(issued in your name in the currency of your country of residence and mailed to the address provided above)*

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**Credit Card** (if payment was made via Credit Card your refund must be paid back to the original credit card)

Cardholder Name

Card Type

Card Number

Expiry Date

## Electronic Funds Transfer (EFT)

To receive an EFT you must enter your bank account details into your Refund Profile.

1. Log into **my Student Centre** at [mySC.federation.edu.au](http://mySC.federation.edu.au) and select the **Campus Finances** tile.
2. Click on **Refund Profile**. Click on the Add Refund Profile button and a Refund Profile box will appear.
3. Enter your **BSB number**, **Account Number** and **Account Name**

**Cheque** (will be payable in Australia in your name and mailed to your current Australian address in myStudentCentre)

## Declaration

I declare that I have read the instructions and that the information submitted in and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in a delay or prevent refund processing. I agree to release and indemnify Federation University Australia ('University') and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information. I consent to use and disclosure of the information provided by me in this form for the purposes and in the circumstances described below.

I understand that it is my responsibility to provide all necessary documentation to support my refund request and the University will only make payment providing all required information has been provided. I acknowledge that if my refund is sent to a third party I have nominated the University shall be deemed to have discharged any obligation it may have in relation to the refund of fees and accepts no responsibility for me not receiving the benefit of such refund or receiving monies from the nominated recipient.

I hereby apply for a refund of fees and authorise the University to process my request. I understand that it will be processed according to the Refund for International Students Policy and the University is not liable for any bank charges or variances due to foreign currency exchange rates.

Student  
Signature

Date

**Email completed form to your Campus or Teaching Location for processing.**

## Privacy

The information on this form is collected for the primary purpose of processing your refund application. If you choose not to complete all of the questions on this form it may not be possible for Student Finance to assess or process your refund request. The information will be held in accordance with the University's Information Privacy Policy and may be accessed and used by people employed or engaged by the University in the delivery of services to you.

The information may be made available to Commonwealth and State agencies pursuant to the University's obligations under law. In addition, the information may be used or disclosed to other organisations outside the University where permitted by relevant Privacy legislation and in accordance with the University's Information Privacy Policy.

If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer by email: [privacyofficer@federation.edu.au](mailto:privacyofficer@federation.edu.au)

## OFFICE USE ONLY

Date received	Payment Date	Payment Amount
Payment Method	Refund Method	Refund Amount
Approved by	Date	Processed mySC