

## STUDENT REFUND REQUEST

Please complete this form in Black / Blue Ink using CAPITAL LETTERS

Please ensure that your student account is in credit and that you are eligible for a refund when submitting this form. Continuing students with a credit balance are encouraged to offset this amount against their fees in the next semester. Please return both pages of your form to: [gina@usgsydney.nsw.edu.au](mailto:gina@usgsydney.nsw.edu.au)

Student No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Program Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

(Mandatory)

\_\_\_\_\_

Refund Amount (AUD): \_\_\_\_\_

Application fees of \$200 are not refundable

### Reason for Refund

- |                                                         |                                                                    |
|---------------------------------------------------------|--------------------------------------------------------------------|
| <input type="radio"/> Dropped Course/s                  | <input type="radio"/> Student Visa not granted (evidence required) |
| <input type="radio"/> Excess funds/ Overpayment of fees | <input type="radio"/> Other: _____                                 |
| <input type="radio"/> Reduced study load approved       | Please specify                                                     |
| <input type="radio"/> WWP Approved                      |                                                                    |

### Payment Details

Please complete ONE refund method below (e.g. TT, EFT, Credit Card) \* If fees were paid by credit card, refunds MUST be returned to the originating credit card. \*Fees paid by international bank transfer refunds will be returned to the student's home country as per UniSQ's Refund Policy. For more information please refer to the UniSQ website for the [Refund of Student Fees Policy and Procedure](#).

**UniSQ Sydney**

in association with Canterbury Institute of Technology  
 Level 1, 29-35 Bellevue St., Surry Hills NSW 2010, Sydney Australia  
 Phone: +61 2 9280 3733  
 CRICOS Provider Code: NSW 02225M QLD 00244B TEQSA PRV12081



Approved Course Provider

<input type="checkbox"/> <b>Bank transfer – International Bank</b>	<input type="checkbox"/> <b>Bank transfer – Australian Bank</b>
<b>Bank name:</b>	<b>Bank name:</b>
<b>Bank Address:</b>	<b>Bank Address:</b>
<b>Branch:</b>	<b>Branch:</b>
<b>Account name:</b>	<b>Account name:</b>
<b>Account no:</b>	<b>Account no:</b>
<b>SWIFT Code:</b>	<b>BSB:</b>

**CREDIT CARD- Please select from the following options:**

- I paid my fees online through the UniSQ Sydney website.  
 The refund will be credited back against the originating credit card - you are not required to provide any further details.
- I paid my fees in-person or over the phone.  
 The refund will be credited back against the originating credit card - UniSQ Sydney staff will contact you to obtain full credit card details.

**PRIVACY COLLECTION STATEMENT:**

UniSQ Sydney collects personal information to assist the University in providing tertiary education and related ancillary services and to be able to contact you regarding enrolment, assessment and associated UniSQ services. The information may be made available to Commonwealth and State agencies and the Tuition Protection Service Director and Secretary pursuant to obligations under the Education Services for Overseas Student Act 2000 and National Code or other legislative requirements. Personal information will not be disclosed to third parties other than to a UniSQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law.

**STUDENT DECLARATION:**

I declare that the information provided on this form is true and complete and that is my responsibility to provide all necessary documentation to support my request for refund.

I agree and have read through the UniSQ Sydney refund policy for international students. I understand there is a bank charge for refunds to international bank accounts. I understand my refund will be processed within 10 days from the date that UniSQ Sydney has received all required documentation. Application fees of \$200 are not refundable.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Office Use	
<b>Refund Request</b>	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>
<b>Refund Amount -</b> _____	<b>Ref / Refund # -</b> _____
<b>Received on -</b> _____	<b>Processed on -</b> _____
<b>Approved by-</b> _____	<b>Processed by -</b> _____