

Refund Request Form (International Students)

Please print clearly - ***all fields must be completed***

Student ID	<input type="text"/>	Title	<input type="text"/>	Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Given Names	<input type="text"/>						
Surname	<input type="text"/>						
Mobile	<input type="text"/>	Australian Phone	<input type="text"/>				
International Phone	<input type="text"/>						
Address	<input type="text"/>						
City	<input type="text"/>	State	<input type="text"/>				
Postcode	<input type="text"/>	Country	<input type="text"/>				
Email	<input type="text"/>						
Program	<input type="text"/>						
Campus	<input type="text"/>						

Reason for Refund: *tick applicable box & attach required documentation*

- Visa not granted (*confirmation letter from DIAC required must be attached*)
- Withdrawal from All Studies (*copy of Withdrawal from All Studies form must be attached*)
- Leave from Studies (*copy of approved Leave from Studies form must be attached*)
- Transfer to Another Institution (*copy of new Offer Letter must be attached*)
- Other (*please state*) _____

Is your refund payment to be made to another person, sponsor or educational institution?

Tick applicable box & attach supporting documentation

- Yes** – Refunds will only be paid by EFT or Telegraphic Transfer (TT). Please read the conditions below:
 - Where an EFT or TT is sent to a person, sponsor or educational institution nominated by the student, Federation University shall be deemed to have discharged any obligation it may have in relation to the refund of fees to the student and accepts no responsibility for the student not receiving the benefit of such refund of International fees .
 - Federation University is not responsible for a student not receiving monies from the nominated recipient.
 - Federation University will only make payment providing the following conditions are satisfied:
 - The student must provide a photocopy of their passport photo page as evidence of identity.
 - The student must provide proof that the original payment was made by the person or sponsor who has been nominated to receive the refund.

Where another educational institution is nominated proof of payment is not required.

- No**

Refund Payment Details: *please choose from one of the following refund options and ensure that all details are correct and clearly printed.*

Note: *If the original payment was made via Credit Card (excluding BPay & Australia Post payments) the refund must be credited back to the same Credit Card used to make the payment.*

Refund Request Form (International Students)

Student ID

Payment into a bank account

Electronic Funds Transfer (EFT) - Australian Bank Account

Account Name: _____

Bank Name: _____

Bank Branch: _____

BSB Number Account Number

Telegraphic Transfer (TT) – Overseas Bank Account

Note: Refunds are normally made in the currency of your country of permanent residency. Federation University is not liable for any bank charges or variance from foreign exchange rate fluctuations.

Beneficiary Name _____

Beneficiary Address _____

Bank Name _____

Bank Address _____

SWIFT Code _____

IFSC / IBAN _____

IFSC must be provided for Indian account / IBAN must be provided for Pakistan account

Account Name _____

Account Number

Account Currency _____

Overseas Bank Draft – payable to student & mailed to address provided

Note: Refunds are normally made in the currency of your country of permanent residency. Federation University is not liable for any bank charges or variance from foreign exchange rate fluctuations.

Cheque - payable to student & mailed to current address in my Student Centre

Credit Card - to be used if original payment was by credit card (excluding BPay & Australia Post payments)

Card Type: VISA MasterCard AMEX

Cardholder's name: _____

Credit Card Number:

Expiry Date: Cardholder's Signature _____

Please ensure that you have read and understood the Federation University [Refund for International Students Procedure](#) before signing the declaration below.

Student Declaration: I hereby apply for a refund of fees paid and acknowledge that this refund will be processed in accordance with the Federation University Refund for International Students Procedure. I declare that the information provided on this form is true and complete and that it is my responsibility to provide all necessary documentation to support my refund application.

Student Signature: _____

Date: