

International Admissions or International Student Compliance staff to complete this form for offers issued from 26 April 2023 with the Higher Education International Student Refund Procedure. For offers issued prior to 26 April 2023 the previous Refund Calculation Statement and Refund for International Students Procedure must be used.

## Section 1 (all fields are mandatory)

CRICOS Provider

Student ID

Student Name

Campus / Location

Offer letter date

## Section 2 (a commencement and withdrawal date must be entered for each course)

Course Code and Name (i.e. IT5 Bachelor of Information Technology)	Commencement Date	Withdrawal Date

## Section 3 (refer to Higher Education International Student Refund Procedure for detailed schedules and clauses)

### 1. Award course fees

Reason for refund

Refund payable

### 2. Non-award course fees

Reason for refund

Refund payable

### 3. English Language fees

Reason for refund

Refund payable

Information/note  
or Exceptional  
circumstances

## Section 4 (refund calculation)

Fee Type	Semester Code	Amount Paid	Refund Due	Course code / Note
Tuition				
Tuition				
Tuition				
OSHC				
<b>Total (AUD)</b>				

## Section 5

Prepared by:Name

Date

Approved by:Name

Title

Approval signature

Date