

International Admissions, International Student Compliance or Partner Provider 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. CT5 Bachelor of Information Technology)	Commencement Date	Withdrawal Date

Section 3 (refer to the Higher Education International Student Refund Procedure for full refund schedules etc.)

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				
Total (AUD)				

Section 5

Prepared by:Name

Date

Approved by:Name

Title

Approval signature

Date