



INFORMATION: PLEASE COMPLETE ALL INFORMATION IN BLOCK LETTERS

It is important you provide complete and correct details. Refunds will be paid in accordance with the refund information provided over the page (on page 2 of this form).

If you are eligible for a refund, complete this refund form, save, print and submit along with your Myki Pass: - in person at the [studentHQ \(International\) counter](#) at the Hawthorn campus

PERSONAL DETAILS

Student ID.:	<input type="text"/>	Given names:	<input type="text"/>
Surname:	<input type="text"/>	Phone (within Australia):	<input type="text"/>
Australian address:	<input type="text"/>		
	Overseas Phone (for Telegraphic transfer refund method):	<input type="text"/>	

MYKI PASS DETAILS

MYKI Pass No:	<input type="text"/>	Number of days remaining:	<input type="text"/>
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METHOD OF REFUND – Please choose one of the following options: WRITE IN BLOCK LETTERS

Option 1 ☐ Bank cheque (payable to Australian Bank Accounts only)

Option 2 ☐ Electronic Funds Transfer (payable to Australian Bank Accounts only)

**Name of bank:	<input type="text"/>	**Account name:	<input type="text"/>
**BSB	<input type="text"/>	**Account Number	<input type="text"/>

Option 3 ☐ Telegraphic transfer (AUD). Can only be sent to banks overseas. **** THIS SECTION MUST BE COMPLETED**

**Name of bank:	<input type="text"/>		
**No. & Street:	<input type="text"/>		
**City:	<input type="text"/>	**Country:	<input type="text"/>
**Account name:	<input type="text"/>		
**Account code/branch code:	<input type="text"/>		
**Swift code:	<input type="text"/>		
**IBAN Number:	<input type="text"/>		

#Additional information may be required in some circumstances – this will be requested at time of submission of form.

Student Signature: _____	Date of submission: <input type="text"/>
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PRIVACY STATEMENT

Swinburne collects, uses and destroys your information in accordance with our Privacy Statement. For information, see www.swinburne.edu.au/privacy

OFFICE USE ONLY

<p>RECEIVED BY FRONT COUNTER</p> <p>_____ Counter Staff signature</p> <p>_____ Date</p>	
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iUSE Myki – Refund Request Important Information:

1. Students requesting a refund of their iUSE Myki Discount Pass will need to come in to the International Counter in Student HQ and submit a completed ***iUSE Myki Pass Refund Application*** form and **hand** in their iUSE Myki card.
2. Eligibility for refund will be assessed against the following criteria:
 - Student still has in excess of 40 days of travel left on their Myki pass from date of activation
 - Student is transferring to another institution or has completed their degree
 - Student is no longer studying an eligible degree and ceases eligibility.
3. Swinburne will then request the refund from Public Transport Victoria (PTV) using the Myki pass card code and the student's Myki card will be cancelled within 24 hours.
4. Swinburne will return the Myki card to PTV via post.
5. PTV will process the refund request and then advise Swinburne of the amount to be refunded to the student within 5 business days.
6. Refunds will then be made by Swinburne to the student in **Australian dollars** and will be paid either via cheque or Telegraphic Transfer within 10 business days from receiving the funds from PTV to the details supplied by the student in the iUSE Myki Pass Refund Application form.