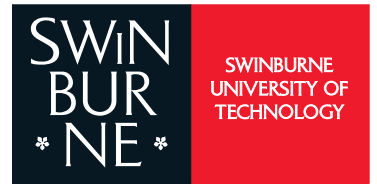


# Swinburne Refund Application for International Students



**NO HANDWRITTEN APPLICATION WILL BE ACCEPTED**

## INFORMATION: PLEASE COMPLETE ALL INFORMATION BEFORE PRINTING

A \$40 cancellation fee will apply to cancelled telegraphic transfers. It is important you provide complete and correct details. Refunds will be paid in accordance with the terms and conditions of your agreement with the University and in particular subject to Clauses 1.11 & 1.12 of the signed Acceptance Terms and Conditions.

You can view all your Swinburne financial information in 'My Financials' <https://www.swinburne.edu.au/student-login/>

If you are eligible for a refund, complete this refund form, save and submit **by email to [fees@swin.edu.au](mailto:fees@swin.edu.au)**

**Please be advised that, where possible, you should use your student email in all correspondences with the University.**

## PERSONAL DETAILS

Surname: \_\_\_\_\_ Given names: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Student ID: \_\_\_\_\_

**\*\*Email address:** \_\_\_\_\_

**\*\*If currently enrolled all correspondence by Swinburne will be sent to your Swinburne Email Address.**

Overseas address (**MUST BE COMPLETED IF YOU HAVE LEFT AUSTRALIA**): \_\_\_\_\_

Telephone (Overseas): \_\_\_\_\_ Postcode: \_\_\_\_\_

## SPONSORED STUDENTS

A 'sponsored student' is someone on a scholarship funded by a government or organisation (other than Swinburne University).

Are you a Sponsored Student    Yes    No

If **yes**, the name of your scholarship or name of sponsor:

Refunds may in some instances be payable to the sponsoring organisation. Please ensure you check your conditions of scholarship before completing this form.

## **\*\*METHOD OF REFUND – PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS**

**\*\*THIS SECTION MUST BE COMPLETED**

**Option 1**  **EFT Payments direct to Australian Bank Accounts.** Please update your Australian Bank details in 'My Financials' under the 'Manage my details' section of the Current Students website, and your refund will be sent as an EFT payment to the bank account nominated. Please make sure you provide the correct banking details. Rejection of payments due to the supply of incorrect bank details will delay your refund.

**Option 2**  **Telegraphic transfer (AUD).** Can only be sent to banks overseas. **Refer to Table A on Page 2** for further information

**\*\*Name of Bank:** \_\_\_\_\_

**\*\*No. & Street:** \_\_\_\_\_

**\*\*City:** \_\_\_\_\_ **\*\*Country:** \_\_\_\_\_

**\*\*Account Name:** \_\_\_\_\_

**\*\*Account Number:** \_\_\_\_\_

**Swift Code:** \_\_\_\_\_

**IBAN Number:** \_\_\_\_\_

**IFSC CODE:** \_\_\_\_\_

**CNAPS:** \_\_\_\_\_

**Routing No:** \_\_\_\_\_

# Swinburne Refund Application for International Students continued

## REASON FOR REFUND

Read this section carefully and tick the appropriate reason(s). Please ensure that all required documentation is attached to this form when it is lodged. Failure to submit all required documents will delay authorisation and processing of the refund.

REASON	REQUIRED DOCUMENTS
<input type="checkbox"/> Student Visa rejected/cancelled	<input type="checkbox"/> Copy of the letter(s) from the Australian Embassy/High Commission/ Department of Home Affairs verifying the cancellation or rejection of visa
<input type="checkbox"/> Student did not meet condition(s) of offer	<input type="checkbox"/> Evidence (results) of condition(s) not met <b>(Administrative Fee applies if proof not submitted)</b>
<input type="checkbox"/> Declining Offer(s)	<input type="checkbox"/> Evidence of Payment <input type="checkbox"/> Supporting documents (if required)
<input type="checkbox"/> Withdrawal from Course	<input type="checkbox"/> Copy of email confirmation that withdrawal has been processed
<input type="checkbox"/> Leave of Absence	<input type="checkbox"/> Copy of email confirmation that LOA has been processed
<input type="checkbox"/> Student overpaid/received exemptions/reduced loading	
<input type="checkbox"/> Change of Visa status: Permanent Residency before census dates	<input type="checkbox"/> Copy of Passport AND <input type="checkbox"/> Copy of Permanent Residency Visa Date of PR ____/____/____ (Full refund if granted before census date)
<input type="checkbox"/> Overseas Student Health Cover (OSHC) <b>(Offshore only)</b>	<input type="checkbox"/> Copy of OSHC receipt

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

Swinburne collects, uses and destroys your information in accordance with our Privacy Statement. For information, see [www.swinburne.edu.au/privacy.htm](http://www.swinburne.edu.au/privacy.htm)

## TABLE A - INTERNATIONAL REFUNDS - MATRIX

Ensure that you have provided the correct information as per the requirements below

	Payee Name + address	Phone Number of Beneficiary	Bank Name + address	Account number	SWIFT code	IBAN number	IFSC code	Routing Number/ABA	Transit number/CNAPS Code
Drafts	X		X						
Wires			X	X					
China/Vietnam	X	X	X	X	X				X
India	X		X	X			X		
Europe	X		X		X	X			
Canada	X		X	X	X			X	X
USA	X		X	X				X	
South Korea		X	X	X	X				
Asia		X	X	X	X				
Pakistan (PKR)		X				X			

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